

46

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

25 February 1974

STATINTL

TO : Agency Training Officers

SUBJECT: Foreign Affairs Executive Seminar

The objective of the FAES is to provide a three-week course on the current formulation, coordination, and execution of U.S. foreign policy to officers of the U.S. government agencies. The Seminar devotes special attention to foreign economic and trade problems, domestic factors affecting U.S. foreign policy, and problems of modernization and development. The FAES is interdepartmentally staffed and funded. It is the only short-term interagency course in which officers of U.S. agencies are convened to be informed on, and to exchange ideas on, factors affecting U.S. foreign policy.

The Seminar draws on the experience of recognized authorities both government and private, Seminar faculty, and the participants attending the Seminar to broaden the horizons of the participants by making each more aware of the roles of other agencies in foreign policy making and execution. The method of instruction combines lectures by recognized national and international experts, seminar discussion, selected topical reading, and visits to various agencies and Congress.

DATES : 4 - 22 March 1974
6 - 24 May 1974
8 - 26 July 1974
9 - 27 September 1974
4 - 22 November 1974

LOCATION : The FAES is conducted at Pomponio Plaza East Building, 1800 North Kent Street, Rosslyn, Virginia (State Annex 15).

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PREREQUISITES: Minimum grade GS-14. (GS-13s may be considered on a space-available basis.)

REGISTRATION : Prospective participants should be nominated on Form 136 "Request for Training at a Non-Agency Facility" to OTR/SRS, Room 1036, Chamber of Commerce Building, through the Senior Training Officer. (If the applicant is under cover, the Form 136 should be routed via the Cover and Commercial Staff.)

ADDITION
INFORMATION : [REDACTED] is the CIA representative
at the FAES. Telephone [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

20 March 1974

STATINTL

To: All Training Officers of the Agency

CIA - TODAY AND TOMORROW

The Office of Training will present the fifth running of "CIA Today and Tomorrow," in the Headquarters Auditorium on 23, 24, 25 April 1974.

The main objective of the course is to inform the participants about recent developments and future programs in the Agency and the Intelligence Community. This course can be particularly helpful for employees who have recently returned from overseas assignments, who have not attended any course dealing with Agency-wide activities within the past five years, or whose present or proposed duties require a broader knowledge of Agency activities. Although designed primarily for professional employees, others will be admitted, on a space available basis, upon recommendation of their supervisors.

(Note: A fourth day will be held on 26 April for the DDO participants in "CIA Today and Tomorrow." This segment will provide a more detailed look at various changes in the organization and policies of the Operations Directorate. DDO participants will be expected to enroll for the full four days.)

Included in the course content will be such topics as:

1. CIA's Role in the Intelligence Community
2. Issues Confronting the Directorates

ADMINISTRATIVE - INTERNAL USE ONLY



3. The Agency's Role in Combating International Drug Traffic
4. CIA Support of U.S. International Economic Policy
5. Selected Key Intelligence Targets
6. Agency Management Problems and Policies, including Equal Employment Opportunity

Lectures and discussions will be conducted by senior Agency officials currently involved in the subjects under discussion. Topics will be added or deleted, according to timeliness, appropriateness and general interest.

No quotas have been established for this running. All those who apply for the course can assume they have been accepted. All attendees should report to the Auditorium at 0845 on Tuesday, 23 April 1974.

DATES : 23, 24, 25 April 1974 (also
26 April for DDO Personnel
only)

PLACE : Headquarters Auditorium

REGISTRATION: Submit Form 73 "Request for Internal Training" to OTR/II/IMB, Room 921, Chamber of Commerce Building no later than 12 April 1974. Items #11, 12, 14, 15 and 16 need not be filled in.

For information on registration or course content,
cal [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

2 May 1973

STATINTL

To: All Training Officers in the Agency

The Energy Challenge

The Office of Training and the Domestic Contact Service have arranged a program on the energy challenge faced by the United States. Senior representatives of a leading oil company will present their recent technical forecast of energy supplies and consumption requirements, including the assumptions and methodologies used in the projections. A panel of experts from policy-making agencies will cover the resulting foreign and domestic policy implications and provide an opportunity for discussion from the floor as to the need for intelligence support in this vital area. The purpose is to bring these problems into focus for operations officers, intelligence analysts, and others requiring an understanding of the subject, particularly in view of increasing emphasis on the collection and production of economic intelligence.

DATE : Tuesday, 22 May, 0900-1630 hours

LOCATION : Headquarters Auditorium

SCHEDULE : 0900-1200 - The Dimensions of the Energy Challenge
1330-1630 - Implications for U.S. Policy
(Panel and General Discussion)

ADMISSION : By ticket only, obtainable from Training Officers

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ADDITIONAL
INFORMATION : Call [REDACTED] OTR Senior Seminar
Staff, extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

20 January 1972

25X1A

To: All Training Officers of the Agency

ADVANCED INTELLIGENCE SEMINAR #3-72
(See pages 17 and 41 in the OTR Catalog)

The eighth running of the Advanced Intelligence Seminar (AIS) will be held from 1 March through 21 March 1972. The AIS is a middle and senior level course designed for experienced personnel from all Directorates and the Office of the Director. (It should not be confused with the new Senior Seminar or with the Midcareer and the Advanced Operations Courses.)

The Advanced Intelligence Seminar places major emphasis upon:

- (1) the dynamic aspects of the changing international and domestic scenes which have an impact upon U.S. foreign policy and intelligence organizations;
- (2) current and future developments and problems facing the Agency and the Intelligence Community;
- (3) an examination of the intelligence approach to selected substantive problems.

The AIS is conducted in a seminar atmosphere to permit class members to engage in dialogue in depth with speakers and fellow students. Each student is expected to participate actively in the class discussions. To help achieve this objective of maximum discussion and individual participation, the class is limited to a total of 25 students from all Directorates.

Specific information regarding the eighth running of the AIS follows:

DATES 1 - 21 March 1972

PLACE The course starts at [REDACTED] has its 25X1A
second week at Headquarters, spends
part of the next week at [REDACTED] 25X1A
and ends at Headquarters.

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SPEAKERS Academic and governmental experts on major international and domestic issues; senior officials and substantive experts from the Agency, the Intelligence Community, and other government offices.

PREREQUISITES Minimum grade of GS-13. At least five, preferably ten, years of Agency experience. (This time requirement may be waived for senior officers who have joined the Agency more recently.)

REGISTRATION Limited to 25 students. Form 73, Request for Internal Training, to be sent to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, no later than 9 February 1972. Include, for special clearance requirements, place and date of birth and Social Security Number. Also include Biographic Profile.

ADDITIONAL INFORMATION Course: [REDACTED] 5X1A
Jr., Co-Chairmen of the AIS, School of Intelligence and World Affairs, OTR, on extension [REDACTED] 25X1A
Registration: OTR/ISS/AIR, extension [REDACTED] 25X1A

Please note that the next (ninth) running of the AIS is scheduled for 10 - 31 May 1972.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

16 October 1968

25X1A

To: Training Officers of the Clandestine Services

COUNTERINTELLIGENCE OPERATIONS COURSE

The next Counterintelligence Operations Course will be held in Room 1 A 07, Headquarters Building from 0830 to 1700 hours on 25 November through 6 December. The class will be limited to fifteen.

The CI Operations Course is intended for middle and senior-grade CS operations officers who are directly involved in planning, supervising, and implementing CI operations in the field and for those officers at Headquarters who are also responsible for CI programs. To be eligible, the CS officer should have had OTR's Operations and Counterintelligence courses or the equivalent in experience.

In this course emphasis is placed on the identification and selection of CI targets and the organization and implementation of CI operations in the field. Case studies, group discussions, and operational problems are stressed. Guest speakers from the Clandestine Services participate.

Training Officers are to submit applications (Form 73), through the Training Officer of the CI Staff, to the Admissions and Information Branch, RS/TR, at least two weeks in advance of the beginning of the course. Each student will have a consultation with the Chief Instructor one week in advance of the formal course opening. Course materials will be issued and a case study and problem requirements will be assigned at this time. Each student will be notified directly of the place and time of his consultation.

For information regarding registration call AIB, extension [REDACTED]

[REDACTED] Additional information concerning course content may be obtained from the Chief Instructor, [REDACTED] extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

23 August 1968

25X1A

To: Training Officers of the Clandestine Services

CHIEFS OF STATION SEMINAR NO. 1-69

The Office of Training wishes to call to the attention of all Training Officers of the Clandestine Services the fact that the Chiefs of Station Seminar No. 1-69 will be held from 7 through 18 October 1968 in Room 1A-13, Headquarters Building. Individuals who register for this course will travel to [REDACTED] the evening of 9 October and return to Washington on 11 October 1968. As usual, the Seminar will require full-time participation on the part of those enrolled.

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O F F I C E O F T R A I N I N G

No. [REDACTED]

27 September 1967

25X1A

To: All Training Officers of the Agency

LANGUAGE TRAINING SCHEDULE

OTR's Language School will offer both full-time and part-time courses during the next twelve months. All full-time courses are for six months and are conducted in the Washington Building Annex of Arlington Towers. Part-time courses, most of which meet for two hours in the morning three days a week, will be scheduled for a total of either 100 hours or 200 hours. Starting dates for classes are set out below. Full-time language training beginning on any other dates will be difficult to arrange.

Full-time Courses

Common Languages (French, German, Italian, Portuguese, and Spanish):

6 November 1967	6 May 1968
2 January 1968	1 July 1968
4 March 1968	3 September 1968

Czech, Hungarian, Polish, Russian, Serbo-Croatian:

2 January 1968
16 September 1968

All Other Languages:

15 January 1968
16 September 1968

Part-time Courses (All languages)

2 January 1968
6 May 1968
9 September 1968

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declassification

Applications (Forms 73) for either full-time or part-time language instruction should be submitted to the Admissions and Information Branch, Registrar Staff, a minimum of two weeks prior to the beginning dates of the courses. Please indicate under "Remarks" (Item 18) what previous experience the employee has had in any foreign language or languages, including that in which instruction is being requested. Training Officers will be informed if any precourse testing or interview is necessary and of final arrangements for attending classes.

For further information on instruction, call the Language School, extension [REDACTED] on registration, the Admissions and Information Branch, Registrar Staff, extension [REDACTED]

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O F F I C E O F T R A I N I N G

No. [REDACTED]

19 July 1968

25X1A

To: Training Officers of the Clandestine Services

COUNTERINTELLIGENCE OPERATIONS COURSE

The next Counterintelligence Operations Course will be held in Room 1 A 07 Headquarters Building from 0830 to 1700 hours, 3 - 6 September and in Room G A 13 from 10 - 13 September. The class will be limited to fifteen.

The CI Operations Course is intended for middle and senior-grade CS operations officers who are directly involved in planning, supervising, and implementing CI operations in the field and for those officers at Headquarters who are also responsible for CI programs. To be eligible, the CS officer should have had OTR's Operations and Counterintelligence courses or the equivalent in experience.

In this course emphasis is placed on the identification and selection of CI targets and the organization and implementation of CI operations in the field. Case studies, group discussions, and operational problems are stressed. Guest speakers from the Clandestine Services participate.

Training Officers are to submit applications (Form 73), through the Training Officer of the CI Staff, to the Admissions and Information Branch, RS/TR, at least two weeks in advance of the beginning of the course. Each student will have a consultation with the Chief Instructor one week in advance of the formal course opening. Course materials will be issued and a case study and problem requirements will be assigned at this time. Each student will be notified directly of the place and time of his consultation.

For information regarding registration call AIB, extension [REDACTED]

[REDACTED] Additional information concerning course content may be obtained from the Chief Instructor, [REDACTED] extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

10 July 1967

25X1A

To: Training Officers of the Clandestine Services

COUNTERINTELLIGENCE OPERATIONS COURSE

The next Counterintelligence Operations Course will be in Room 1A-13 Headquarters Building from 0830 to 1700 hours, Tuesday, 5 September, through Friday, 22 September 1967. The class will be limited to ten.

The CI Operations Course is intended for middle and senior-grade CS operations officers who are directly involved in planning, supervising, and implementing CI operations in the field and for those officers at Headquarters who are also responsible for CI programs. To be eligible, the CS officer should have had OTR's Operations and Counterintelligence Familiarization courses or the equivalent in experience.

The course is developed in two phases: Phase I is a detailed study of the Soviet and Chinese Communist intelligence organizations in the field and their modus operandi, and selected presentations concerning counterintelligence activity in other areas of the world; Phase II covers special aspects of counterintelligence operations, such as walk-ins, double agents, penetrations, liaison, and technical operations. Case studies, group discussions, and operational problems are stressed. Guest speakers from the Clandestine Services participate.

Training Officers are to submit applications, through the Training Officer of the CI Staff, to the Admissions and Information Branch, RS/TR, at least two weeks in advance of the beginning of the course. Each student will have a consultation with the Chief Instructor one week in advance of the formal course opening. Course materials will be issued and a case study and problem requirements will be assigned at this time. Each student will be notified directly of the place and time of his consultation.

For further information call AIB, extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 

30 November 1966

25X1A

To: Agency Training Officers

AGENCY-SPONSORED TRAINING AT LOCAL SCHOOLS 1967 SPRING SEMESTER

The Registrar, OTR, has arranged to give tuition advances to employees sponsored by the Agency for attendance at Spring Semester, part-time courses given at local schools. In order to accomplish this, the following schedule will have to be observed:

Friday, 6 January: Requests for sponsorship (Form 136: "Request for Training at Non-Agency Facility") in courses for which an advance is desired must be in the Registrar's office (Room 835, 1000 N. Glebe Road) before the close of business. Because of time limitations, no exception to this deadline can be made. Employees who have been approved for sponsorship but not for cash advances will be reimbursed upon submission of the schools' receipts for tuition payments.

Week of 9 January: The Registrar will notify Training Officers of their employees whose training requests have been approved.

Wednesday, 18 January: Tuition advances will be available in Room 1D-1601 Headquarters between 1000 and 1300 hours.

Thursday, 9 February: Employees who receive advances must personally return the schools' receipts for tuition payments to a representative of the Registrar, who will be in Room 1D-1601 Headquarters, between 1030 and 1300 hours. At that time they will be required to sign the accounting voucher. Training Officers are asked to inform their employees that receipts sent through the mail will not be accepted.

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Training Officers should also urge employees to submit requests for sponsored training as soon as possible. The Registrar will not approve any request retroactively. Because continued sponsorship by the Agency for academic courses is contingent upon satisfactory completion (that is, a grade of "B" or better) of previously sponsored courses, those who were sponsored in the 1966 Fall Semester must turn in their official grades immediately upon receipt from the school. If this is not done before the Spring Semester advance, employees who have failed to achieve satisfactory grades will be required to return the 1967 advance to the OTR Registrar.

So that no delays or inconveniences occur, Training Officers should be sure that all items on Form 136 required to justify approval are filled in (finance, cover, and signatures). A separate form is to be submitted for each course.

Individual advances will be given by the Registrar, OTR, to employees whose registration dates are prior to 18 January 1967.

Note: The procedures in this Bulletin do not apply to the Agency's Off-Campus Program.

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Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010046-5

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

10 November 1966

25X1A

To: All Training Officers of the Agency

Change in Support Services Review: Trends and Highlights Course

The Support Services Review: Trends and Highlights Course is being lengthened by half a day to permit greater opportunity for participants to become better acquainted with one another and thereby improve job relationships. This stated objective of the program has only been partially met in the first two presentations of the course.

In future runnings, this course will begin on Tuesday afternoon rather than on Wednesday morning. Students will report to [REDACTED] at 1330 on Tuesday, [REDACTED] and the course will formally begin at 1330.

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New administrative instructions for attendees will be forwarded to the respective career services. As in the past, individuals should apply through their career service training officers. Attendance of non-Support careerists will be on a space-available basis after the Support Service requirements are met.

The schedule of this course for the remainder of Fiscal Year 1967 is:

13 - 16 December 1966
28 February - 3 March 1967
4 - 7 April 1967
6 - 9 June 1967

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

20 October 1966

25X1A

To: All Training Officers of the Agency

INVITATION TO HEAR FBI SPECIALIST ON COMMUNISM

The School of International Communism has arranged for Special Agent Arbor Gray, FBI specialist in CPUSA operations, to be the guest speaker during the present running of the course "Communist Party Organization and Operations." He will address the class at 0930 on Friday, 28 October, in the Auditorium at Headquarters. Agency personnel are invited to attend.

Please circulate this invitation as widely as possible within your office in order that a maximum number may avail themselves of the opportunity to hear Mr. Gray.

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O F F I C E O F T R A I N I N G

No. [REDACTED]

10 October 1966

25X1A

To: All Training Officers of the Agency

INTELLIGENCE REVIEW COURSE (No. 13)

DATES Monday, 28 November - Friday, 9 December 1966

TIME 0900 - 1630 hours

PLACE Room 501, 1000 N. Glebe Road

FOR Agency officers at the middle or senior level from all Directorates and from the Office of the Director.

PROVIDES Review of current developments and problems within the Agency specifically and in the intelligence community generally. Course content includes appraisals of major international trends affecting intelligence, recent and projected organizational developments within CIA to meet current and future Agency responsibilities, changes taking place at the White House and USIB levels, Agency problems of coordination, intelligence support to the policy level, and future trends in intelligence.

SPEAKERS From the Agency and from other departments and agencies of Government.

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PREREQUISITE	Five years experience in the Agency. (This requirement may be waived under special circumstances.)
ATTENDANCE	Limited to 35
REGISTRATION	Form 73 to be sent to the Registrar no later than 21 November.
INFORMATION	<u>Course:</u> [REDACTED], Chief, 25X1A Orientation and Briefing Faculty, extension [REDACTED] 25X1A <u>Registration:</u> Admissions and Information Branch, Registrar Staff, extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

4 October 1966

25X1A

To: All Training Officers of the Agency

SCHEDULE FOR MANAGEMENT AND SUPERVISORY TRAINING

The Management Faculty of the Support School, OTR, announces the following schedule for Management and Supervisory Courses for the remainder of 1966:

Managerial Grid (For grades GS-14)

31 October - 5 November (Sat)

Rm. 612, Magazine Building

There will be approximately 24 spaces available to officers in grade GS-14 in the presentation of the Managerial Grid - 31 October through 5 November. Instead of scheduling evening sessions, the course will run through Saturday until about 4 p. m. Participants should be prepared, however, to spend one or two evenings at the Magazine Building if required. Admissions priority will be given employees who have had OTR's Management Course and whose supervisors have had the Managerial Grid, though these requirements may be waived under special circumstances. Training Officers should nominate no more than one person from an immediate staff, branch, or division within their components. Prospective participants in the Midcareer Executive Development Course should not be proposed for this presentation. In addition to regular information, Forms 73 for applicants must show the name of the applicant's supervisor and include a statement as to whether the applicant has had OTR's regular Management Course.

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Training Officers should forward Forms 73 directly to AIB/RS by 19 October.

Supervision (For grades GS-5 through GS-10)

28 November - 2 December Rm. 612, Magazine Building

Management (For grades GS-11 - GS-14)

12 - 16 December Rm. 612, Magazine Building

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

29 September 1966

25X1A

To: Training Officers of the Clandestine Services

OPERATIONS SUPPORT COURSE (Four weeks - full time)

The Operations Support Course has been revised to complement the new one-week Administrative Procedures Course now tailored for employees assigned to support the Clandestine Services at headquarters. See Special Bulletin No. [REDACTED] for details.

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Effective with the Operations Support Course beginning 3 October 1966, applications for registration will be accepted only from employees preparing for an overseas assignment.

Course material is organized to emphasize the inter-relationship between operating and support functions and to enable students to recognize the elementary principles of clandestine activity. Instruction is given on name checks; projects; personal record questionnaires; records maintenance; defensive and offensive audio surveillance; operational expenses; travel claims; foreign assignments; overseas allowances; dispatch, pouch, and cable procedures; and message writing. Lectures are supplemented by simulated field problems, case histories, and films. Practical problems are designed to represent situations as they occur at a field station.

Enrollment will be limited to twelve.

Beginning in July 1967, the Administrative Procedures Course will be a prerequisite for the Operations Support Course.

For further information on course content, call the Chief Instructor, extension [REDACTED] concerning registration, call the Registrar's office, extension [REDACTED]

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O F F I C E O F T R A I N I N G

No. [REDACTED]

29 September 1966

25X1A

To: Training Officers of the Clandestine Services

ADMINISTRATIVE PROCEDURES COURSE (One week - full time)

Beginning with the course scheduled for 14 - 18 November, Administrative Procedures will be reduced from two weeks to one. The schedule for the remainder of 1966 will be:

14 - 18 November
28 November - 2 December
12 - 16 December

The course is still designed for non-professionals who support the Clandestine Services, but it qualifies the student for work at headquarters only. There is no coverage of field material.

Agency organization, functions, and general administrative regulations and procedures as they relate to the Clandestine Services are treated. Instruction covers dispatch and cable procedures, basic familiarization with name checks, operational records and files, projects, reimbursement vouchers and domestic travel. Tradecraft terminology and familiarization with clandestine activities is briefly outlined.

Enrollment will be limited to twelve.

The Administrative Procedures Course will be a prerequisite for the Operations Support Course beginning in July 1967. Individuals preparing for overseas assignments should be

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enrolled in the Operations Support Course. The Operations Support Course is the subject of a separate bulletin, No. [REDACTED]

For further information on course content, call the Chief Instructor, extension [REDACTED] concerning registration, call the Registrar's office, extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

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29 September 1966

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To: Training Officers of the Clandestine Services

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enrolled in the Operations Support Course. The Operations Support Course is the subject of a separate bulletin, No. [REDACTED]

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For further information on course content, call the Chief Instructor, extension [REDACTED] concerning registration, call the Registrar's office, extension [REDACTED]

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O F F I C E O F T R A I N I N G

No. [REDACTED]

29 September 1966

25X1A

To: Training Officers of the Clandestine Services

OPERATIONS SUPPORT COURSE (Four weeks - full time)

The Operations Support Course has been revised to complement the new one-week Administrative Procedures Course now tailored for employees assigned to support the Clandestine Services at headquarters. See Special Bulletin No. [REDACTED] for details.

25X1A

Effective with the Operations Support Course beginning 3 October 1966, applications for registration will be accepted only from employees preparing for an overseas assignment.

Course material is organized to emphasize the inter-relationship between operating and support functions and to enable students to recognize the elementary principles of clandestine activity. Instruction is given on name checks; projects; personal record questionnaires; records maintenance; defensive and offensive audio surveillance; operational expenses; travel claims; foreign assignments; overseas allowances; dispatch, pouch, and cable procedures; and message writing. Lectures are supplemented by simulated field problems, case histories, and films. Practical problems are designed to represent situations as they occur at a field station.

Enrollment will be limited to twelve.

Beginning in July 1967, the Administrative Procedures Course will be a prerequisite for the Operations Support Course.

For further information on course content, call the Chief Instructor, extension [REDACTED] concerning registration, call the Registrar's office, extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

21 September 1966

25X1A

To: All Training Officers of the Agency

LOGISTICS SUPPORT COURSE NO. 32
(Conducted jointly by Office of Logistics
and Office of Training)

DATES Headquarters Phase 10 - 21 October 1966
Field Phase 24 - 28 October 1966

TIME 0830 - 1700 hours.

25X1A

PLACE Headquarters Phase - Room 1216A, Ames
Building
Field Phase [REDACTED]

FOR Agency employees whose position require-
ments include logistical duties or familiari-
zation with logistical support.

OBJECTIVES Headquarters Phase - To explain the functions
and organization of the Office of Logistics
as it serves the overall mission of the Agency;
to acquaint employees with basic problems and
their solutions relative to logistical support
of both headquarters and field installations;
to provide training in Type I, Type II, and
Type III Property Accounting.

Field Phase - To provide a general orientation
in logistical activities in the field and for
paramilitary operations.

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PROGRAM

Headquarters Phase - Conducted by the Office of Logistics. Consists of two weeks and is primarily for individuals whose duties will be in support of headquarters or field installations requiring little or no support to paramilitary operations.

Field Phase - Conducted by the Office of Training. Consists of one week and is primarily for individuals who expect to serve overseas in support of paramilitary operations or who have need of orientation on such activities.

REGISTRATION

Form 73 is to be sent to TO/OL, Room 1201 Ames Building, no later than Tuesday, 4 October 1966.

Enrollments will be accepted for either the Headquarters or Field phase, or both, on a space available basis.

INFORMATION

Course information may be obtained by calling extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

6 September 1966

25X1A

To : All Training Officers in the Agency

Ref: Headquarters Employee Bulletin [REDACTED] 22 July 1966

25X1A

1966 Fall Semester--Off-Campus Program

The Fall Semester of the Off-Campus Program at CIA begins the week of 3 October for George Washington University courses and the week of 26 September for American University courses. Sessions for credit courses will be once a week, from 5:45 to 8:15 p.m. at Headquarters, except as noted or when other arrangements are made by an instructor. GWU courses will run 15 sessions, AU 16 sessions.

Registration for all courses will be on Tuesday and Thursday, 13 and 15 September, in Room 1-A-07, Headquarters Building, from 10 a.m. to 2 p.m. Tuition for credit courses will be \$120. At least one-third of this is due at the time of registration, when arrangements for subsequent installments must also be made. AU will accept checks or money orders only, not cash, at the time of registration. Tuition for the noncredit course will be \$20 for eight sessions. The Registrar, OTR, will conduct the registration proceedings, supplying all required materials. No transcripts or other evidence of previous work is needed at this time. A representative from GW's College of General Studies will be present to provide counseling, but there will be no one from AU.

Although final scheduling will depend upon adequate registration, the following courses are open for registration. Select possible second or third choices of courses in the event a first choice does not run.

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George Washington University:

Introductory Anthropology 1, Wednesday

English Composition 1, Wednesday

Geog 165 Eastern and Southeastern Asia, Thursday

Geog 155 Africa, Thursday

Hist 39 European History, Tuesday

Hist 71 The Development of the Civilization of the United States, Monday

Hist 181 Diplomatic History of the United States, Thursday

Hist 145 History of Russia, Tuesday

Hist 164 South America Since Independence, Thursday

Math 3 College Algebra (Bldg 213), Tuesday

Math 21 Calculus I (Bldg 213), Monday

Pol Sci 9 Government of the United States, Tuesday

Pol Sci 171 International Politics, Wednesday

Pol Sci 190 Politics of Middle and Southern Africa, Monday

Pol Sci 191 Government and Politics of the Middle East, Monday

Pol Sci 193 Government and Politics of South and Southeast Asia,
Monday

Psych 1 General Psychology, Wednesday

Non credit Fundamentals of Investment, Tuesday

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American University:

- 19.305 Introduction to Quantitative Economics, Thursday
- 19.703 Price Analysis I: Prices and Production, Wednesday
- 55.511 The Systems Approach, Monday
- 55.530 Automatic Data Processing Systems, (graduate), Tuesday
- 55.540 Operations Research in Management, Wednesday
- 55.561 Management of ADP Systems, Tuesday
- 55.660 Management Information and Reporting Systems (graduate),
Thursday

Further questions may be directed to the Registrar Staff,
OTR, extension [REDACTED]

25X1A

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

6 September 1966 25X1A

To: Training Officers of the Clandestine Services

CHIEFS OF STATION SEMINAR

The next Chiefs of Station Seminar will be held in Room 1A-13, Headquarters Building from 31 October to 10 November 1966.

The course focuses on the person of the chief of station and his responsibilities. It covers the broad policy background around which the chief of station shapes his operational program, and includes CIA techniques and resources which can be utilized in fulfilling the mission of the chief of station with regard to both administrative and operational matters.

The course is required for officers designated to be chiefs of station, deputy chiefs of station, and chiefs of base. It is also appropriate for chiefs of support.

Another Chiefs of Station Seminar will be held 9 - 20 January 1967.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

26 August 1966

25X1A

To: Agency Training Officers

25X1A

OFF-DUTY-HOURS LANGUAGE STUDY

[REDACTED] CIA Foreign Language Program, dated 11 May 1966, includes the following goal in the development of foreign language capabilities of the Agency: "Effective immediately, all professional employees, as designated by Operating Officials, will be expected to possess at the time they arrive overseas or to acquire in the first six months after they arrive, at least a speaking proficiency at a 'courtesy' level. Nonprofessional employees... will be encouraged to acquire courtesy levels of proficiency..." (Courtesy level is considered to be knowing enough of the language to carry on routine, day-to-day transactions with the native population.)

To support attainment of the Agency's goal, the Language Training School, OTR, has established the Courtesy-Level Language Program (CLP) in which language courses at the basic level will be given during off-duty hours for those employees whose regular duties will not permit their attending classes given between 0830 and 1700 hours. Attendance will be restricted to employees whose assignment to an overseas post has already been determined or whose overseas assignment is reasonably certain. Wives of employees preparing for an overseas assignment may attend classes on a space-available basis.

The CLP for the fall semester begins the week of 19 September and will continue for 20 weeks. There will be five hours of class instruction a week and, in addition, a proportionate amount of laboratory work. Form 73, "Request for

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Internal Training," for each applicant must be submitted to the Registrar, OTR, by the Training Officer on or before 9 September. The form should contain a notation of the employee's preference for morning or evening classes and his preference for the class being held at Langley Headquarters or in the Rosslyn area. (Insofar as practicable such preferences will be honored.) The form should also contain a statement to the effect that the employee needs the language as an adjunct to his planned overseas assignment.

Inquiries about the new program may be directed to extension [REDACTED] at the Language Training School, OTR.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

19 August 1966

25X1A

To: Agency Training Officers

ANNOUNCEMENT OF NEW COURSE SUPPORT SERVICES REVIEW: TRENDS AND HIGHLIGHTS

The Office of Training will present a new course for professional support employees (Grades GS-9 through GS-15). This three-day course will be held at [REDACTED]

25X1A
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[REDACTED] Participants will be exposed to some of the more interesting aspects of the Agency's support activity. Emphasis will be on significant trends and developments in the Support Services rather than on organization and mission. Major Support Service elements will present their respective subjects, and there will be additional presentations on ADP; Records Management; and Planning, Programming, and Budgeting. Two evening sessions will be held; therefore, participants will remain overnight. Anticipated enrollment will be 50 persons for each running. The course will be offered at the following times:

14 - 16 September 1966
19 - 21 October 1966
14 - 16 December 1966
1 - 3 March 1967
5 - 7 April 1967
7 - 9 June 1967

A Form 73 will be submitted for each applicant. Each Office will be responsible for preparing travel orders and handling reimbursement for the travel of their participants. OTR will provide administrative and travel instructions to be given to participants. Further information regarding the course can be obtained from the Course Chief Instructor, [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

5 August 1966 25X1A

To: Agency Training Officers

CASH ADVANCES FOR AGENCY-SPONSORED TRAINING AT LOCAL SCHOOLS

The Registrar, OTR has arranged to provide cash advances for tuition to those employees sponsored by the Agency for attendance at fall semester, part-time academic courses given at local schools. This will be done according to the following schedule:

Monday, 22 August: Requests for Agency sponsorship in courses must be in the Registrar's office (Room 835, 1000 Glebe Road) before the close of business.

Week of 29 August: The Registrar's office will notify Training Officers of those employees whose attendance has been approved for sponsorship. Training Officers in turn, will notify the employees. (Those employees who have been approved for courses but not for a cash advance will be reimbursed upon their submission of appropriate documentation.)

Thursday, 8 September: Tuition advances will be available in Room 1D-1601 Headquarters between 1030 and 1330 hours.

Wednesday, 28 September: Employees who receive advances must return the school's receipt of tuition payment personally, to Room 1D-1601 Headquarters, between 1030 and 1330 hours, at which time they will be required to sign the accounting voucher. Training Officers are asked to remind them that no receipt sent through mail will be accepted.

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Employees who plan to attend local schools under Agency sponsorship should be urged to submit requests as early as possible. (Cover arrangements and Career Board actions may cause delays.) Those who are continuing training from the summer semester should be reminded to submit grade reports to the Registrar, OTR through Training Officers as early as possible since approval for the fall semester is contingent upon successful completion of the course(s) taken in the summer.

The revised Form 136, (Edition date 2-66) "Request for Training at Non-Agency Facility," must be used to apply for Agency sponsorship. Budget Officers are to certify to availability of funds, inserting the FAN number (UV funds), but leaving item 28 blank.

Note: The procedures outlined in this Bulletin do not apply to the Agency's Off-Campus Program, as announced in Headquarters Employee Bulletin [REDACTED] 22 July 1966.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

29 July 1966

25X1A

To: Training Officers of the Clandestine Services

COUNTERINTELLIGENCE OPERATIONS COURSE

The next Counterintelligence Operations Course will be in Room 1A-13 Headquarters Building from 0830 to 1700 hours, Tuesday, 6 September, through Friday, 23 September 1966. The class will be limited to ten.

The CI Operations Course is intended for middle and senior-grade CS operations officers who are directly involved in planning, supervising, and implementing CI operations in the field and for those officers at Headquarters who are also responsible for CI programs. To be eligible, the CS officer should have had OTR's Operations and Counterintelligence Familiarization courses or the equivalent in experience.

The course is developed in two phases: Phase I is a detailed study of the Soviet and Chinese Communist intelligence organizations in the field and their modus operandi, and selected presentations concerning counterintelligence activity in other areas of the world; Phase II covers special aspects of counterintelligence operations, such as walk-ins, double agents, penetrations, liaison, and technical operations. Case studies, group discussions, and operational problems are stressed. Guest speakers from the Clandestine Services participate.

Students will be graded. Grades will be based on written tests, problems, and class discussions. A grade of at least "Satisfactory" will be required for course credit. It is strongly recommended that the individual's desk responsibilities during the course be kept to a minimum since preparation and study of course material will require that he work in the evenings and on weekends.

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Training Officers are to submit applications, through the Training Officer of the CI Staff, to the Admissions and Information Branch, RS/TR, at least two weeks in advance of the beginning of the course. Each student will have a consultation with the Chief Instructor one week in advance of the formal course opening. Course materials will be issued and a case study and problem requirements will be assigned at this time. Each student will be notified directly of the place and time of his consultation.

For further information call AIB, extension [REDACTED]

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NEXT COURSE: 7 November - 2 December
(accommodating holidays;)
maximum 10 students.

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Next 1 Page(s) In Document Exempt

C

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

17 May 1966

25X1A

To: Training Officers of the Clandestine Services

COUNTERINTELLIGENCE OPERATIONS COURSE

The next Counterintelligence Operations Course will be held in Room 1A-13 Headquarters Building from 0830 to 1700 hours, Tuesday, 7 June, through Friday, 24 June 1966. The class will be limited to ten.

The CI Operations Course is intended for middle and senior-grade CS operations officers who are directly involved in planning, supervising, and implementing CI operations in the field and for those officers at Headquarters who are also responsible for CI programs. To be eligible, the CS officer should have had OTR's Operations and Counterintelligence Familiarization courses or the equivalent in experience.

The course is developed in three phases: Phase I is a detailed study of the Soviet and Chinese Communist intelligence organizations in the field and their modus operandi; Phase II covers special aspects of counterintelligence operations, such as walk-ins, double agents, penetrations, liaison, and technical operations; Phase III concerns planning counterintelligence operations and includes a comprehensive problem. Guest speakers from the Clandestine Services will participate. Case studies and group discussion will be stressed.

Students will be graded. Grades will be based on written tests, problems, and class discussions. A grade of at least "Satisfactory" will be required for course credit. It is strongly recommended that the individual's desk responsibilities during the course be kept to a minimum since preparation and study of course material will require that he work in the evenings and on weekends.

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Training Officers are to submit applications, through the Training Officer of the CI Staff, to the Admissions and Information Branch, RS/TR, at least two weeks in advance of the beginning of the course. Each student will have a consultation with the Chief Instructor one week in advance of the formal course opening. Course materials will be issued and a case study and problem requirements will be assigned at this time. Each student will be notified of the place and time of his consultation.

For further information call AIB, extension [REDACTED]

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NEXT COURSE: 6 - 23 September; maximum 10 students;
Room 1A-13 Headquarters.

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O F F I C E O F T R A I N I N G

No. [REDACTED]

25X1A

To: Training Officers of the Clandestine Services

COVERT ACTION OPERATIONS COURSE NO. 69

DATES 9 May - 27 May 1966

PLACE 1A-13 Headquarters

HOURS 0830 - 1300 hours

REGISTRATION Closes 4 May. Limited to 15 students. Submit Form 73 to OTR Registrar through DDP/TRO, 3C-29 Headquarters Building.

FOR Officers of the CS who direct or support covert action operations at headquarters or in the field.

PROGRAM One morning is for lectures on BACK-GROUND, which treats the beginning of the Agency's involvement in CA, the origin of its authority to conduct CA operations, and, as an instrument of foreign policy, where the Agency gets guidance; four mornings are scheduled for the CHALLENGE, which is an examination of strategy, tactics and political operations used to achieve communist objectives. The remaining ten mornings are for the RESPONSE, or Agency-generated Positive Operations which are designed to provide the impetus for [REDACTED] economic and social reform in support of established U. S. policy. Case histories are used.

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SPEAKERS

Operationally experienced CS officers and outside consultants lead discussions of the Agency's CA operations.

INFORMATION

Registration: Admissions and Information Branch, extension [REDACTED]
Course: [REDACTED] Chief Instructor, extension [REDACTED] Headquarters Training Faculty, Operations School.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

2 May 1966

25X1A

To: Training Officers of the Clandestine Services

CHIEFS OF STATION SEMINAR

The next running of the Chiefs of Station Seminar will be held at Headquarters from 20 June - 1 July 1966. In the future it is planned to put the course on three times each year in January, April and June. A running in October is being eliminated since experience has shown that most officers who would normally take this course have already departed for their stations.

The course is required for officers designated to be Chiefs of Station, Deputy Chiefs of Station, and Chiefs of Base. If fewer than fifteen officers with firm assignments register for a given running, it will be canceled.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

2 May 1966

25X1A

To: All Training Officers of the Agency

INVITATION TO HEAR FBI SPECIALIST ON COMMUNISM

The School of International Communism, in its course "Communist Party and Anti-Communist Operations" is featuring Special Agent C. V. Brennan, specialist in CPUSA operations.

Mr. Brennan will address the class on Tuesday, 10 May at 0930 in Room 1A-13 Headquarters.

He knows his subject, willingly answers all questions, cites specific cases and very importantly is an extremely effective speaker.

You are invited to join the class for this session with Mr. Brennan.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

19 April 1966

25X1A

To: Training Officers of the Clandestine Services

ASSOCIATED PROGRAMS FOR CLANDESTINE SERVICES RECORDS TRAINING

The Operations School of the Office of Training, in response to a Clandestine Services requirement, has prepared a new series of courses designed to provide training in the operational aspects of the CS Records System. These are:

1. CLANDESTINE SERVICES RECORDS I (Introduction)
2. CLANDESTINE SERVICES RECORDS II (Biographic Research)
3. CLANDESTINE SERVICES RECORDS III (Records Officers Briefing)

These courses are for CS personnel at all levels of responsibility. Senior operations managers, operations officers at the desk and in the field, and their principal analysts and intelligence assistants will find these courses tailored to their needs.

In order to provide greater opportunity to take advantage of these courses, they have been made part-time and ordinarily will be given at Headquarters.

These records courses will replace the existing CS Name Check Course and the CS Records Officers Course. At the same time, relatively extensive and repetitive briefings in other courses on the operational aspects of the CS Records work will be materially reduced.

Attendance at the courses of this program requires prerequisite training. Minimum prerequisite for CS Records I is the Administrative Procedures Course (or equivalent). Training equivalents are: Operations Support, Operations Familiarization, or Operations courses. Experience prerequisites will be considered. CS Records I is prerequisite for CS Records II and CS Records III.

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These courses will usually be scheduled in sequence. No one is required to take this training en bloc. For instance, an operations officer returning from a field station may well take CS Records I to reacquaint himself with current procedures. Later he will find that training in recovery of biographic information may assist him both in his operations work and in his supervisory responsibilities. He should then take CS Records II. If his duties require him to be a Records Officer he may take CS Records III at any time after completing CS Records I. On the other hand, the Intelligence Analyst or the Intelligence Assistant may, after taking prerequisite courses, take CS Records I and CS Records II in direct sequence to ensure more effective performance in his assignment at an earlier date.

The schedule for the Associated Program for CS Records Training from now through the end of CY 1966 follows herewith. Supervisors and Training Officers should note the prerequisites and schedule training accordingly.

16, 18 and 20 May	CS Records I
23 through 27 May	CS Records II
1 and 2 June	CS Records III
12, 14 and 16 September	CS Records I
19 through 23 September	CS Records II
27 and 28 September	CS Records III
10, 12 and 14 October	CS Records I
17 through 21 October	CS Records II
21, 22 and 23 November	CS Records I
28 November through 2 December	CS Records II
19 and 20 December	CS Records III

Attached are course descriptions for your convenience. Training Officers may wish to insert them in their OTR Catalog of Courses. For further information call: [REDACTED] Chief Instructor, extension [REDACTED]

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CLANDESTINE SERVICES RECORDS I (INTRODUCTION)

One week -- part-time at Headquarters.
Prerequisites: TOP SECRET clearance,
Administrative Procedures or equivalent
in other OTR courses.

This course is designed to increase operational effectiveness of all elements of the CS through more effective use of the CS Records System. It is equally pertinent to and valuable for senior Operations Officers and intelligence and clerical assistants who support operations through any form of records activity. The course reviews the records mission of the CS, provides a description of the CS Records System and outlines the management of the CS Records System. The services provided the CS by the Records System and the equal responsibilities of CS personnel to the system provide the central theme of the course. "How to do it" instruction is given in the input, maintenance and retrieval methods of the CS Records System and in the disposition, disposal and destruction of records. The course includes an introduction to the various machine programs associated with the Records System.

This course is a prerequisite for CS Records II (Biographic Research), CS Records III (Records Officer Briefing), CI Familiarization and CI Support Courses.

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CLANDESTINE SERVICES RECORDS II
(BIOGRAPHIC RESEARCH)

One week -- part-time at Headquarters.
Prerequisites: TOP SECRET clearance,
CS RECORDS I.

This course is designed to increase the effectiveness of the recovery of information about persons of interest to the Clandestine Services. It is equally pertinent to senior operations officers and to intelligence assistants who support operations through the recovery of biographic information. It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources for biographic information. This course emphasizes research as performed by Headquarters personnel. Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and available resources and repositories of information. Students are also instructed in presentation of the results of the research, and re-briefed on the responsibilities to the records system at the completion of the research. Exercises in biographic research constitute more than fifty percent of the class time.

This course is recommended, but not required, for CS Records III (Records Officers Briefing).

Enrollment will be limited to 25.

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CLANDESTINE SERVICES RECORDS III
(RECORDS OFFICERS BRIEFING)

Two days -- part-time at Headquarters.
Prerequisites: TOP SECRET clearance,
CS Records I, present or projected assign-
ment as a CS Records Officer or assign-
ment requiring judgment in handling and
disposition of CS Records.

This course is required to qualify as a CS Records Of-
ficer. The course is also of value to middle- and upper-
level operations supervisors at Headquarters. The course
outlines the responsibilities of the CS Records Officer in
destruction or disposition of records; in opening, closing,
amending, and desensitizing CS Records material; and in
functioning as a focal point for information on the proper
execution of records responsibilities. The Records Officer's
task and responsibilities are reviewed from the operational
viewpoint to identify the effect upon operations of the RO's
job. A special briefing is given on the Records Officer's
position vis-a-vis the Records Integration Division, the CS
Records Review Group, and the CS Records Committee as
well as in connection with the overall operational manage-
ment of his area of responsibility. A three-hour practical
exercise provides active familiarity with the RO task.

Enrollment will be limited to 20.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

14 April 1966

25X1A

To: All Training Officers of the Agency

DEMONSTRATION OF SELF-INSTRUCTED LANGUAGE PROGRAMS

The Language Laboratories, Inc. (LLINC), of Bethesda, Maryland, will present a demonstration of their equipment and programs to interested members of the Agency on Tuesday, 3 May, at 1400 hours in Room 1A-07 Headquarters Building.

LLINC is the publisher of three self-instructed language programs:

Spoken Spanish

Spoken French

Ingles (for Latin Americans)

A preliminary examination of these programs indicates that they may help the Agency meet some of its language training requirements. It is suggested that component Training Officers, particularly those from WE and WH Divisions, and members of the Language Development Committee will find it advantageous to attend.

MATTHEW BAIRD
Coordinator
Instructional Systems Study

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

29 March 1966

25X1A

To: Training Officers of the Clandestine Services

COMMUNIST PARTY AND ANTI-COMMUNIST OPERATIONS COURSE

The School of International Communism will conduct a course combining its Communist Party Organization and Operations and Anticommunist Operations courses. This combined course, similar to one presented in the autumn of 1965, is directed specifically to the requirements of headquarters and field officers of the Clandestine Services. Course content will include: Communist organizational principles; an intensive examination of both open and clandestine communist party structure and internal operations; fronts; revolutionary programs; insurgent and noninsurgent communist tactics; and the international organization of the communist movement. The anticommunist phase, focusing largely on the methods and problems of party penetration but with some attention given to covert action operations, will be presented by experienced officers of the Clandestine Services. A senior officer from the FBI will discuss the problems of countering communism in the United States.

DATES & TIME 18 April - 13 May
 9:00 a.m. - 12:30 p.m.

CLASSROOM 1D-1601 Headquarters

REGISTRATION Send Form 73 no later than Thursday, 14 April.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

24 March 1966

25X1A

To: All Training Officers of the Agency

LOGISTICS SUPPORT COURSE NO. 31

DATES 4 - 22 April

TIME 0830 - 1700 hours.

PLACE Room 1216A, Ames Building.

FOR Agency employees whose job requirements include logistical duties or familiarization.

OBJECTIVES To explain the functions and organization of the Office of Logistics as it serves the overall mission of the Agency; to acquaint employees with basic problems and their solutions relative to logistical support of both headquarters and field installations; to provide training in Type I, Type II, and Type III Property Accounting.

PROGRAM Conducted by the Office of Logistics, this course is presented in two phases--Headquarters and Field. The Headquarters phase, consisting of one week, is primarily for individuals who will remain in the Headquarters area. The Field phase, consisting of two weeks, is primarily for individuals who will serve overseas or will

*This Bulletin replaces Bulletin No. [REDACTED] dated 10 March, which should be destroyed.

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actively support overseas operations.
Priority for the Field phase will be given to those scheduled for overseas assignment this summer; others will be admitted to the Field phase on a space-available basis.

REGISTRATION

Form 73 is to be sent to the Logistics Training Officer no later than Monday, 28 March.

INFORMATION

Course information may be obtained by calling extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

18 March 1966

25X1A

To: All Agency Training Officers

PART-TIME INSTRUCTORS NEEDED BY THE
LANGUAGE TRAINING SCHOOL, OTR

The Language Training School, OTR, has an immediate need for part-time instructors in all foreign languages. The School is particularly interested in contracting with dependents of Agency employees for this work, which is done on a part-time flexible basis during regular working hours. The primary qualification is native or high proficiency in the language. Those who have the required language competence will be given training and guidance in the basic techniques of tutoring and proficiency testing. The fee for such work is based upon a regulated hourly rate, and the dependent will sign a contract accordingly. In specific instances, the School will accept individuals with native speaking ability who are not dependents of Agency personnel, provided that a security clearance can be obtained.

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Agency employees should send the following biographic information on their dependents to C/LTS, 2107 Arlington Towers: Full name (and maiden name, where applicable), home address, telephone number, date of birth, place of birth, most recent employment (with the last or most current salary), citizenship, highest education level acquired, teaching experience, if any, and the language of competence.

In addition, LTS would also like the names of staff employees with native or high speaking competence in any foreign language who are interested in instructing or tutoring during off-duty hours. Names may be given to LTS by telephoning extension [REDACTED] or sent to C/LTS, 2107 Arlington Towers.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

11 March 1966

25X1A

To: All Training Officers of the Agency

MANAGERIAL GRID SEMINAR FOR GS 13 AND GS 14

This Seminar is being offered during the week 2 - 6 May for a selected number of individuals in grades GS 13 and GS 14. It will cover the same material as the Senior Management Seminar. Priority will be given to admitting those whose immediate superiors have already had the Managerial Grid Program.

The Seminar will be held at the Magazine Building. It will be necessary to hold evening sessions in addition to those during regular working hours. Students will need to complete about 20 hours of study and preliminary work before the first meeting.

The maximum number of admissions will be approximately 25. Nominations should be in the Office of the Registrar by close of business 5 April.

Attention Training Officers: If there is sufficient demand, this course will be repeated.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

3 March 1966

25X1A

To: All Training Officers of the Agency

INTELLIGENCE REVIEW COURSE (NO. 12)

DATES Monday, 25 April -- Friday, 6 May 1966.

TIME 0900 - 1630 hours.

PLACE Room 501, 1000 Glebe Road.

FOR Agency officers at the middle or senior-grade level from all Directorates and from the O/DCI.

PROVIDES A review of current developments and problems arising in the Agency and in the intelligence community, which includes: appraisals of major international trends affecting intelligence, recent and projected organizational developments to meet current and future responsibilities, changes in, and functions of the intelligence community, problems of coordination, support to intelligence, and future trends in intelligence.

SPEAKERS Senior officials from the Agency and from other agencies of Government.

PREREQUISITE Five years experience in the Agency. (This requirement may be waived under special circumstances.)

ATTENDANCE Limited to 35.

(Over, please)

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REGISTRATION Form 73 to be sent to Registrar no later than 11 April.

INFORMATION Course: [REDACTED] Chief, Orientation and Briefing Faculty, extension [REDACTED]
Registration: Admissions and Information Branch, Registrar Staff, extension [REDACTED]

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Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010046-5

Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010046-5

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

2 March 1966 25X1A

To: All Training Officers of the Agency

SCHEDULE FOR SUPERVISORY AND MANAGEMENT TRAINING

The Management Faculty of the Office of Training announces the following schedule for Supervision and Management courses:

Supervision (For Grades GS 5 - GS 10)

28 March - 1 April 23 - 27 May Magazine Building

Management (For Grades GS 11 - GS 14)

18 - 22 April 6 - 10 June Magazine Building

Managerial Grid Seminar (For selected number of individuals in Grades GS 13 and GS 14)

2 - 6 May Magazine Building

Enrollment is by nomination; procedures will be announced in a Special Bulletin.

Senior Management Seminar (For Grades GS 15 - GS 18)

8 - 13 May

[REDACTED] 25X1A

Enrollment is by nomination; Senior Training Officers will be notified by memorandum of procedures.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

1 March 1966

25X1A

To: Training Officers of the Clandestine Services

COUNTERINTELLIGENCE OPERATIONS COURSE

The Operations School of OTR has revised the CI Operations course and will present the new version for the first time during the three weeks from 4 - 22 April. The course will run from 0900 - 1700 hours each day; it will be held in Room 1A-13 Headquarters Building. The maximum number of students is ten.

As revised, the course is intended for middle and senior-grade operations officers of the Clandestine Services who are directly involved in planning, supervising, and implementing CI operations in the Field and for those officers at Headquarters also responsible for CI programs. In order to attend, the CS officer should have completed OTR's Operations and Counterintelligence Familiarization courses or should have the equivalent of such in experience. It is strongly recommended that the individual's desk responsibilities during participation in the course be kept to a minimum since preparation and study of course material will require that he work in the evenings and on weekends.

The course is developed according to three phases: Phase I includes a detailed study of the Soviet and Chinese Communist intelligence organizations in the Field and their modus operandi; Phase II covers special aspects of Counterintelligence operations, to include walk-ins, double-agents, penetrations, liaison, and technical operations; Phase III concerns planning counterintelligence operations and includes a comprehensive problem.

(Over, please.)

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Certain guest speakers from the Clandestine Services will participate, although every effort will be made to reduce the lecture content and to rely on the use of case studies and group discussions to the maximum degree. Students will be graded. Grades will be based on written tests, problems, and class discussions and the passing grade, "Adequate," will be required for course credit.

Applications for the course must be coordinated with the Training Officer of the CI Staff and are to be submitted to the Admissions and Information Branch, RS/TR at least two weeks in advance of the course presentation. For further information call AIB, extension [REDACTED]

25X1A

NEXT COURSE: 7 - 24 June; maximum is 10 students;
Room 1A-13 Headquarters.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

ILLEGIB

No. [REDACTED]

14 April 1966

25X1A

To: All Training Officers of the Agency

DEMONSTRATION OF SELF-INSTRUCTED LANGUAGE PROGRAMS

The Language Laboratories, Inc. (LLINC), of Bethesda, Maryland, will present a demonstration of their equipment and programs to interested members of the Agency on Tuesday, 3 May, at 1400 hours in Room 1A-07 Headquarters Building.

LLINC is the publisher of three self-instructed language programs:

Spoken Spanish

Spoken French

Ingles (for Latin Americans)

A preliminary examination of these programs indicates that they may help the Agency meet some of its language training requirements. It is suggested that component Training Officers, particularly those from WE and WH Divisions, and members of the Language Development Committee will find it advantageous to attend.

MATTHEW BAIRD
Coordinator
Instructional Systems Study

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

28 February 1966

25X1A

To: Training Officers of the Clandestine Services

ANTI-COMMUNIST OPERATIONS COURSE

Hours: 0900-1200 14 March - 1 April 1966 Room 1A-13

PROGRAM

Penetration of Parties, fronts and related organizations to:

Determine Communist subversive and revolutionary intentions and capabilities and explore the Parties as access routes to Moscow and Peiping;

Utilize the Sino/Soviet split.

SEMINARS

Conducted by experienced senior officers of the Area Divisions and of the CI/ICG; non-Agency guests.

WHO MAY ATTEND

Clandestine Services officers.

REGISTRATION

Call extension [REDACTED] (Admissions and Information Branch) for immediate registration; submit 73's before noon, 11 March.

25X1A

NON-AGENCY PRESENTATIONS

Dates to be announced.

SECRET

GROUP 1
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downgrading and
declassification

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

3 January 1966

25X1A

To: Training Officers of the Clandestine Services

COVERT ACTION OPERATIONS COURSE NO. 68

DATES 24 January - 11 February 1966

PLACE 1A-07 Headquarters

HOURS 0830 - 1300 hours

REGISTRATION Closes 19 January. Limited to 15 students. Submit Form 73 to OTR Registrar through DDP/TRO, 3C-29 Headquarters Building.

FOR Officers of the CS who direct or will direct, conduct or support covert action operations at headquarters or in the field.

PROGRAM One morning is for lectures on BACKGROUND, which treats the beginning of the Agency's involvement in CA, the origin of its authority to conduct CA operations, and, as an instrument of foreign policy, where the Agency gets guidance; four mornings are scheduled for the CHALLENGE, which is an examination of strategy, tactics and political operations used to achieve Communist objectives. The remaining ten mornings are for the RESPONSE, or Agency-generated Positive Operations which are designed to provide the impetus for [REDACTED] economic and social reform in support of established U. S. policy. Case histories are used.

25X1A

(See other side.)

SECRET

GROUP 1
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downgrading and
declassification

SECRET

SPEAKERS

Operationally experienced CS officers and outside consultants lead discussions of the Agency's CA operations in seminars.

25X1A

INFORMATION

Admissions and Information Branch, [REDACTED]
Course: [REDACTED] Chief Instructor, extension [REDACTED] Headquarters Training Faculty, Operations School

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO: [REDACTED]

16 December 1965

25X1A

TO: All Training Officers

CASH ADVANCES FOR AGENCY-SPONSORED COURSES AT LOCAL SCHOOLS

Cash advances to employees sponsored by the Agency to attend part-time courses at local schools will be given at Headquarters on Thursday, 20 January, in Room 1D-35, between 1030 and 1330 hours. The following conditions and schedule will apply:

Monday, 3 January: Requests for Agency sponsorship in courses must be in the Office of the Registrar/TR before the close of business.

Week of 10 January: The Office of the Registrar will inform Training Officers which employees have been approved for courses as well as those certified for advances. Training Officers, in turn, will notify the employees. Only those employees certified for an advance should be told to report. Those employees who have been approved for courses but not for an advance will be paid by reimbursement.

Thursday, 20 January: Advances will be given to eligible employees in Room 1D-35 Headquarters between 1030 and 1330 hours.

Tuesday, 8 February: Employees who received advances must return the schools' receipts to Room 4F-31 Headquarters, between 1030 and 1330 hours, and personally sign the accounting voucher. Employees should be cautioned not to send these receipts by mail.

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Training Officers should urge employees desiring to attend local schools to check with them as soon as possible in order to meet the above schedule. Cover arrangements and Career Board actions may also cause delays. Employees continuing training from the fall semester should also be reminded to submit grade reports to their Training Officers as early as possible, since approval for the next semester is contingent upon successful completion of the fall semester.

Note: The procedure outlined in this Bulletin does not apply to the Agency's Off-Campus Program.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO: [REDACTED]

16 December 1965

25X1A

TO: All Training Officers

CRAIG READERS

The Office of Training has installed two Craig Readers in the Language Laboratory, Room 1D 1605 Headquarters. These machines can be of considerable assistance in improving reading ability. They are simple to operate, and the instructions with each machine should enable the employee to improve both speed and comprehension in reading.

A "do-it-yourself" program, each student progresses at his own rate. A major portion of each of the 20 lessons utilizes the expanded line technique, allowing the student to progress from short lines to long ones, perceiving ever larger groups of words as units.

The machines may be used at any time the laboratory is open and a technician is on hand. The technician will answer questions on the operation of the Craig Readers, but he will not give any instruction in reading.



SECRET

GROUP 1
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downgrading and
declassification

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO: [REDACTED]

10 December 1965

25X1A

TO: Agency Training Officers

BASIC COUNTRY SURVEY OF THE USSR

17 - 28 January 1966

9:00 - 4:30

The Basic Country Survey of the USSR is a course for Agency employees who require a comprehensive knowledge of the Soviet Union. The course includes lectures, discussions, and films dealing with political, economic, geographic, social and military developments in the USSR, as well as with its foreign policy. Although the emphasis is on current Soviet conditions, elements of the Tsarist period which contributed to the Revolution and influenced subsequent developments are also discussed. Guest speakers from other components of the Agency supplement the instruction given by the faculty of the School of International Communism.

Classes will meet in 1A-13 Headquarters. Registration closes Monday, 10 January 1966. Information on the course can be obtained by calling extension [REDACTED]

25X1A



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GROUP 1
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downgrading and
declassification

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

1 November 1965

25X1A

To: Training Officers of the Clandestine Services

CLANDESTINE SERVICES NAME CHECK COURSE (NO. 7)

In order to meet the demand for the Clandestine Services Name Check Course there will be one given:

Tuesday, 30 November 1965
through
Monday, 6 December 1965
in
Room 1A-07, Headquarters

Send applications as soon as possible. The course will not be given unless there are fifteen persons registered by Thursday, 18 November. The class limit is twenty students.

NOTE: This may be the opportunity Training Officers have been looking for to send a recent Career Training graduate or an overseas returnee Desk officer to the course.

For further information call [REDACTED] the
Chief Instructor, at extension [REDACTED]

25X1A

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25X1A

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

1 October 1965 25X1A

To: Training Officers of the Clandestine Services

COMMUNIST PARTY AND ANTI-COMMUNIST OPERATIONS COURSE

The School of International Communism will conduct a course which is a combination of its Communist Party Organization and Operations and Anti-Communist Operations courses. The combined course is directed specifically to the requirements of operations officers of the Clandestine Services. It will deal with Communist Parties of the Free World and will include their Principles, Organizations, Internal Operations, Fronts, Programs of Action, Tactics, and International Organization. The anti-communist phase of the course will be covered primarily in the form of case histories presented by experienced officers of the Clandestine Services. In addition to the Clandestine Services presentations, a senior representative from the FBI and the Chief of Operations of the [REDACTED] 5X1A [REDACTED] will talk about the work of their organizations 25X1A in countering Party activities.

DATE
AND TIME

26 October to 24 November (Wednesday)
Tuesday, Wednesday, Thursday
Mornings only

CLASSROOM

GA-13, Headquarters Building

REGISTRATION

For the full course send Form 73 no later than Thursday, 21 October. For special sessions of the FBI (3 November) and the [REDACTED] (date not confirmed as yet) call AIB, [REDACTED]

25X1A

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

30 September 1965 25X1A

To: All Training Officers of the Agency

INTELLIGENCE REVIEW COURSE (NO. 11)

DATES Thursday, 28 October -- Wednesday, 10 November 1965.

TIME 0900 - 1630 hours.

PLACE Room 501, 1000 Glebe Road.

FOR Agency officers at the middle or senior- grade level.

PROVIDES A review of current developments and problems arising both in the Agency and in the intelligence community which includes: the Agency's development under the central intelligence concept, recent organizational developments to meet current and future responsibilities, changes in and functions of the intelligence community, problems of coordination, support to intelligence, and future trends in intelligence.

SPEAKERS Senior officials from CIA and from other Agencies of Government.

PREREQUISITE Five years experience in CIA. (This requirement may be waived under special circumstances.)

REGISTRATION Form 73 to be sent to Registrar no later than 20 October.

INFORMATION Course: [REDACTED] Chief, Intelligence 25X1A
Orientation Faculty, extension [REDACTED] 25X1A
Registration: Admissions and Information
Branch, Registrar Staff, extension [REDACTED] 25X1A

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

31 August 1965

STATINTL

To: All Training Officers of the Agency

SUSPENSION OF
VOLUNTARY LANGUAGE
TRAINING PROGRAM

THE VOLUNTARY LANGUAGE TRAINING PROGRAM, NORMALLY HELD DURING OFF-DUTY HOURS, WILL BE SUSPENDED FOR ONE YEAR, BEGINNING SEPTEMBER 1965.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

31 August 1965 25X1A

To: Training Officers of the Clandestine Services

COVERT ACTION OPERATIONS COURSE NO. 67

DATES 27 September - 15 October 1965

PLACE 1A-13 Headquarters

HOURS 0830 - 1300 hours

REGISTRATION Closes 22 September. Limited to 15 students. Submit Form 73 to OTR Registrar through DDP/TRO, 3C-29 Headquarters Building.

FOR Officers of the CS who direct or will direct, conduct or support covert action operations at headquarters or in the field.

PROGRAM One morning is for lectures on BACKGROUND, which treats the beginnings of the Agency's involvement in CA, the origin of its authority to conduct CA operations, and, as an instrument of foreign policy, where the Agency gets guidance; four mornings are scheduled for the CHALLENGE, which is an examination of strategy, tactics and political operations used to achieve Communist objectives. The remaining ten mornings are for the RESPONSE, or Agency-generated Positive Operations which are designed to provide the impetus for [REDACTED] economic and social reform in support of established U.S. policy. Case histories are used.

25X1A

(See other side.)

GROUP 1
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SECRET

SPEAKERS

Operationally experienced CS officers and outside consultants lead discussions of Agency's CA operations in seminars.

25X1A

INFORMATION

Admissions and Information Branch, [REDACTED]
Course: [REDACTED] Chief Instructor, extension [REDACTED], Headquarters Training Faculty, Operations School.

25X1A

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

17 August 1965

STATINTL

To: All Training Officers of the Agency

CASH ADVANCES FOR AGENCY-SPONSORED PART-TIME COURSES AT LOCAL SCHOOLS

STATINTL

Arrangements have been made by the Office of Training to provide cash advances at the Headquarters Building for Agency employees approved to attend, under Agency sponsorship, part-time courses at local schools (see OTR Bulletin, August 1965 and [REDACTED]). This arrangement eliminates individual hand-carrying of tuition advances to the new location of the Office of Finance in Key Building. However, this will require compliance with the following schedule if an advance is to be obtained:

Wednesday, 25 August: Requests for Agency sponsorship in part-time courses given locally must be in the office of the Registrar/TR by the close of business that day. If not, no advance for tuition or fees can be arranged for the applicant.

Friday, 3 September: A member of the Registrar Staff will inform Training Officers of approval of training and eligibility to receive advances for Agency-sponsored training. The Training Officer will notify each employee concerned prior to 3 September.

Tuesday, 7 September -- Hours 10:00 A.M. to noon; 1:00 to 3:00 P.M. -- Room 1A-13: Cash advance will be given to each approved employee by a representative of the External Training Branch. Employees who have requested Agency sponsorship for their training should not report unless notified by the Training Officer that they have been approved to receive a cash advance.

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Monday, 27 September -- Hours 9:30 A. M. to 1:00 P. M. --
Room 1D-1601: A receipt for the cash advance will be returned by the employee to the Chief, External Training Branch in Room 1D-1601 Headquarters Building. Receipts cannot be accepted through the mail.

NOTE: Employees desiring to attend local schools should check with their component Training Officers as soon as possible in order to meet deadlines and avoid last-minute hand-carrying of requests. Delays sometimes arise when cover arrangements and career board actions are involved.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

7 June 1965

To: Training Officers of the Clandestine Services

CLANDESTINE SERVICES NAME CHECK COURSE NO. 4

DATES	28 June - 2 July 1965.
PLACE	Room 1A-07 Headquarters.
HOURS	0830 - 1700 hours.
REGISTRATION	Closes 21 June. Limited to 20 students. Form 73.
FOR	Headquarters personnel of the Clandestine Services who are actively engaged in name checking and biographic research and Career Trainees assigned to a headquarters desk.
CONTENT	Policies, principles, techniques, and specific procedures used in exploiting records for biographic information on individuals of interest to the CS. Twenty percent of the time is spent in exercises in name checking.
RECOMMENDATION	Training Officers are encouraged to consult Records Management Officers and Records Officers for recommendations on candidates who would profit from the course.
INFORMATION	Registration: AIB/RS, extension [REDACTED] 25X1A Course: [REDACTED] Chief Instructor, 25X1A extension [REDACTED] 25X1A

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GROUP 1
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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

27 May 1965

25X1A

To: All Training Officers of the Agency

PERT FILMS

The Director of Central Intelligence has requested that two Program Evaluation and Review Technique (PERT) films be shown to persons in the Agency who may have an interest in the subject.

FILMS : Pert Milestone System - Introduction
Pert Cost
(68 minutes)

DATES : 9 and 11 June 1965

PLACE : Main Auditorium, Headquarters

TIME : 10:30 a.m.

PERT was designed in the mid-50's initially to expedite the Polaris missile program. It is a simple, flexible system in which information on plans for completing a project according to a timetable in computerized so that problems in the series of events involved in completing a project on schedule can be identified and predicted and the performance of top management can be evaluated.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

10 May 1965

25X1A

To: Training Officers of the Clandestine Services

CLANDESTINE SERVICES NAME CHECK COURSE NO. 3

DATES 27-28 May and 1-3 June 1965.
(Thursday thru Thursday)

PLACE In Headquarters. Room 1A-07.

HOURS 0830-1700 hours daily.

REGISTRATION Training Requests (Form 73) should arrive at AIB/RS/TR prior to 1700 hours 21 May 1965. The class will be limited to 20 students.

THE COURSE Custom-tailored to the needs of the Clandestine Services.

Epecially designed to assist the career trainee serving on a headquarters desk, the active biographic researcher, and the name-checker.

Twenty percent of the curriculum is practical work. Materials in actual use in the CS are used in the exercises. Administrative and operational aspects of biographic investigation are examined in detail.

Senior supervisors, staff officers and operations officers returning from overseas stations have enrolled and have declared that the course has helped them in their jobs.

(See other side.)

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declassification

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SUGGESTION

Records Management Officers and Records Officers should survey their area of responsibility for persons who will be helped by the course. Operations supervisors will find that the course can improve the quality of biographic information support.

25X1A

FOR INFORMATION Registration: Admissions and Information
Branch, Registrar Staff, [REDACTED]

Course: Chief Instructor, [REDACTED]
[REDACTED]

Reference: OTR Special Bulletin [REDACTED] dated
4 March 1965.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

6 May 1965

25X1A

To: All Training Officers of the Agency

Reference: Special Bulletin [REDACTED] dated 12 January 1965

25X1A

ORIENTATION FOR OVERSEAS

The Orientation for Overseas, a new two-day program designed by the Orientation Faculty of the Intelligence School, OTR, replaces the Dependents Briefing and includes behavioral guidance themes from the former Americans Abroad Orientation. It is given on the first Tuesday and Wednesday of each month from 0900 to 1630 hours in Room 1D-1601 at the Headquarters building.

Employees assigned to their first overseas post are required to attend. The wife or husband of a married employee is also expected to attend. Unmarried employees or those employees whose wives or husbands are not able to attend the full program do not have to come to the Tuesday morning session, but they must be present at both the Tuesday afternoon and Wednesday morning presentations. The Wednesday afternoon part of the orientation is set aside for the women; their attendance is optional. Dependent children may not attend any part of the orientation.

A lecture on Agency missions and functions and briefings on security and cover, as they apply to both the individual and to the Agency, are presented to the married couples on the first morning. On Tuesday afternoon and Wednesday morning, the lectures are on problems involved in dealing effectively with people of other cultures. There are also lectures on the legal and medical aspects of overseas life. On Wednesday afternoon, wives of Agency employees and single female employees who have had wide experience in overseas posts will conduct informal discussions with the women.

(See other side)

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Those who attend the Orientation for Overseas are urged to pursue individual study of the area to which they are assigned, and they will be given reading material, including reading lists, for this purpose.

Registration closes one week before the regular date for the orientation. Training Officers must send a separate Form 73 for the employee and for the husband or wife to the Admissions and Information Branch through the DDP/TRO. Additional information on the course is available from the OTR Orientation Faculty, extension 25X1A [REDACTED] and from the AIB of the Registrar's office, extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

31 March 1965

25X1A

To: All Training Officers of the Agency

INTELLIGENCE REVIEW COURSE (NO. 10)

DATES : 26 April - 7 May 1965

TIME : 0900 - 1630

PLACE : Room 803, 1000 Glebe

FOR : Agency officers in middle and senior-grade levels.

PROVIDES : An up-to-date review of current developments and problems arising both in the Agency and in the intelligence community. Discussions include the Agency's development under the central intelligence concept, recent organizational developments to meet current and future responsibilities, changes in and functions of the intelligence community, problems of coordination, and future trends in intelligence.

SPEAKERS : Senior officials from CIA and other Agencies of the Government.

PREREQUISITE : Five years experience in the Agency. This requirement may be waived under special circumstances.

REGISTRATION : Closes Friday, 16 April. Limited to 32. Form 73.

INFORMATION : Course: [REDACTED] Chief, Intelligence
Orientation Faculty, Ext. [REDACTED]
Registration: Admissions and Information
Branch, Registrar Staff, Ext. [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

4 March 1965 ^{25X1A}

To: Training Officers of the Clandestine Services

CLANDESTINE SERVICES NAME CHECK

22 - 26 March 1965

0830 - 1700 hours
1A-07 Headquarters

Clandestine Services Name Check is a new course instituted by OTR based on a specific requirement of the DDP. A pilot session of the course was conducted in February and was attended by a selected group of persons experienced in name checking and biographic research. Critique and response to the course was most favorable and this experience will be incorporated into the first regular running of the course scheduled to take place from 22 through 26 March.

The purpose of this course is to introduce personnel of the Clandestine Services to the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources for biographic information concerning individuals of interest to the Clandestine Services. It emphasizes research as performed by Headquarters personnel. Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and available resources and repositories of information. Subjects covered also include policies and procedures within the CS records system, research techniques, administrative procedures and practices applicable to biographic research, presentation of the results of the research, and responsibilities to the records system. An exercise in biographic research constitutes more than 20 percent of the class time. Attendance in this course does not provide the student with operational knowledge and background sufficient to qualify him as an independent researcher capable of making operational judgments.

(See other side.)

GROUP 1
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The course is intended primarily for persons who conduct name checks and for Junior Officer Trainees assigned to a Headquarters desk, but it is open to all personnel who supervise or are in any way involved in name checking. Training Officers should also consult with Records Management Officers and Record Officers for candidates whom they believe should receive this type of training.

Registration closes Tuesday, 16 March. Enrollment is limited to 20 students. Training Officers should send Form 73 to AIB/RS on or before that date. For additional information on the course content call [REDACTED] Chief Instructor, on extension [REDACTED] For information pertaining to registration call AIB on extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

10 February 1965

25X1A

To: All Training Officers of the Agency

TUTORS NEEDED BY THE LANGUAGE TRAINING SCHOOL/OTR

The Language Training School of OTR has an immediate need for tutors in Portuguese, Italian, Japanese, Greek, and Turkish. The School is particularly interested in contracting with dependents of Agency employees for this work, which is done on a part-time basis usually during the hours of 9 a.m. to 5 p.m. The primary qualification is native or high proficiency in speaking the language. Those who have the required language competence but who have no experience as a tutor will be given training and guidance in the basic techniques of tutoring. The fee for tutoring is based on a regular established hourly rate and the dependent will sign a contract accordingly.

Agency employees should send biographic information on their dependents to the C/LTS at 2107 Arlington Towers. The information required will include full name, home address, telephone number, date of birth, place of birth, most recent employment (with the last or most current salary), citizenship, highest education level, teaching experience, and the language of competence.

OTR's tutorial language training program has been in existence for nearly five years. The LTS has to build and to keep a reserve of qualified tutors to carry out the program. Although the most urgent requirement is for tutors in the five languages cited in the opening paragraph, LTS would like the names of staff employees with native or high competency in speaking any foreign language and on whom the C/LTS may call for tutoring or instructing during off-duty hours. Names may be given to LTS by calling extension [REDACTED] or sent to the C/LTS, 2107 Arlington Towers.

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GROUP 1
Excluded from automatic
downgrading and
declassification

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

12 January 1965

25X1A

To: All Training Officers of the Agency

DISCONTINUANCE OF AMERICANS ABROAD ORIENTATIONS

Effective 18 January 1965, the Office of Training will discontinue its current program of Americans Abroad Orientations. The subject matter of the AAO's hereafter will be included in OTR's regularly scheduled Dependents Briefing.

The Dependents Briefing is at present a six-hour program especially directed to wives who are going overseas under official cover. Its content will be expanded so as to direct it to both wives and employees, especially those preparing to leave for their first overseas tour. It will consist of lectures and discussions on the Agency's role in the intelligence community and in international problems, individual security, medical needs and care, living under a cover, and generally the everyday problems that are most likely to be encountered in a foreign country.

It is assumed that employees will have the required professional knowledge of the areas to which they are assigned. However, for those who have a special need for an introductory course on a particular area, the Office of Training will arrange attendance at one of the interdepartmental Area and Country Programs given by the Foreign Service Institute of the Department of State. The Area and Country Program is an intensive, three-week course, generally given monthly, on the principal regions of the world, except Western Europe. In addition to members of CIA, the programs are attended by officers of the Department of Defense, AID, USIA, NSA and other agencies or departments of the U.S. Government. Each program on a region (see Schedule at the end) includes the geography and history of the region, its economic, political and social structure, its religion and national character, and the problems of

(See other side, please)

GROUP 1
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declassification

cross-cultural communication. Lectures and discussions are presented by representatives from Government and from the academic and business world.

The Dependents Briefing is scheduled through June, 1965 at the Headquarters Building on the afternoons of 2 and 3 February, 2 and 3 March, 6 and 7 April, 4 and 5 May, and 1 and 2 June. Request for a dependent or an employee to attend will be made on Form 73, "Request for Internal Training," which is sent by the Training Officer to the Registrar/OTR. Registration closes on the Wednesday before the briefing.

The schedule of FSI's Area and Country Program, also through June, is:

	1-19 Feb	1-19 Mar	29 Mar 16 Apr	26 Apr 14 May	24 May 11 Jun	21 Jun 9 Jul
Eastern Europe and the USSR(2)	"			"		
Latin America(6)	"	"	"	"	"	"
Near East and North Africa(6)	"	"	"	"	"	"
Africa, Sub-Sahara(6)	"	"	"	"	"	"
South Asia(6)	"	"	"	"	"	"
Southeast Asia(6)	"	"	"	"	"	"
East Asia(3)	"	"			"	

Request to attend is made on Form 136, "Request for Training at a Non-CIA Facility," which is sent by the Training Officer through the required officers to the Registrar/OTR. Registration closes in the Registrar's office well in advance of FSI's deadline for admission, which is one week before the beginning date of a program.

Further information on the revised Dependents Briefing and on the FSI program will be published in OTR Bulletins.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

12 January 1965

To: All Training Officers of the Agency

DISCONTINU^{ATION}~~ANCE~~ OF AMERICANS ABROAD ORIENTATIONS

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Latin America(6)	"	"	"	"	"	"
Near East and North Africa(6)	"	"	"	"	"	"
Africa, Sub-Sahara(6)	"	"	"	"	"	"
South Asia(6)	"	"	"	"	"	"
Southeast Asia(6)	"	"	"	"	"	"
East Asia(3)	"	"			"	

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Further information on the revised Dependents Briefing and on the FSI program will be published in OTR Bulletins.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

25X1A
11 January 1965

To: Training Officers of the Clandestine Services

CHIEFS OF STATION SEMINAR

OTR will present the second Chiefs of Station Seminar from 23 February to 15 March (Monday) in Room 1A-13, Headquarters Building. It will run from 0900-1300 hours with one full weekend, that of 4 - 7 March, at [REDACTED]

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The course is designed for Chiefs of small and medium-sized stations, their deputies, Chiefs of Bases, certain Chiefs of Support, and desk officers directly supporting their operations, though the focus of the course is on the person of the Chief of Station himself and his responsibilities. The seminar is a direct outgrowth of the former Counterinsurgency Program Planning course and will include coverage of this aspect of overseas operations. Among the areas of major concern are:

- a. Formation of U. S. policy and how it affects the Chief of Station.
- b. Problems of relationship among U. S. Government agencies in Washington and in the field.
- c. Support and direction of stations, and demands upon stations, from Headquarters desks and staffs.
- d. Management of station operations and personnel.
- e. The Chief of Station and station administration.

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declassification

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- f. How the station's product fits into Agency and intelligence community requirements and patterns of use.
- g. The Chief of Station as overseas representative of the whole Agency.

Registration closes on 12 February to provide sufficient time to obtain special clearances required for the course. Enrollment will be limited to between twelve and twenty participants. Training Officers should send the Form 73 to AIB/RS/TR, 832 1000 Glebe Road, on or before that date. For additional information on course content or schedule, please call [REDACTED] Chief Instructor, DDP/TRO, on extension [REDACTED] on extension [REDACTED] 25X1A

For the information of Division Chiefs and Training Officers wishing to plan ahead for this course, the following running will commence on 19 April 1965. Present plans envision giving the course three times a year, once in the fall or early winter and twice during the first five months of the year.

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

STATINTL
8 December 1964

To: All Agency Training Officers

CASH ADVANCES FOR AGENCY-SPONSORED PART-TIME COURSES AT LOCAL SCHOOLS

Special arrangements have been made by OTR to provide cash advances at the Headquarters Building for Agency employees approved to attend, under Agency sponsorship, part-time courses at local schools. This arrangement eliminates the need for each individual's hand-carrying a request for tuition advance to the Office of Finance in South Building. However, this will require compliance with the following schedule if an advance is to be obtained.

Monday, 4 January: Requests for Agency sponsorship in part-time courses given locally must be in the office of the Registrar by the close of business that day. If not, no advance for tuition or fees can be arranged for the applicant.

Week of 11-15 January: A member of the External Training Branch will inform Training Officers of employees in their Offices who are eligible to receive advances for Agency-sponsored training. The Training Officer will notify each employee concerned.

Thursday, 21 January--Hours 10 A.M. to noon; 1 to 3 P.M. Room 6E-29: Cash advance will be given to each approved employee by a representative of the External Training Branch. NOTE: Employees who have requested Agency sponsorship for their training should not report unless notified by the Training Officer that they have been approved to receive a cash advance.

(See other side.)

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CIA INTERNAL USE ONLY

Thursday, 11 February--Hours 10 A. M. to noon; 1 to 3 P. M. --Room 6E-29: A receipt for the cash advance will be returned by the employee to the Chief, External Training Branch in Room 6E-29. Receipts cannot be accepted through the mail.

Eligible employees may elect to receive a cash advance under this schedule or to be reimbursed on a first-come, first-served basis. If there are questions about the revised procedure for obtaining cash advances to attend local schools on a part-time basis call External Training Branch on extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

4 December 1964

To: Training Officers of the Clandestine Services

ADVANCED OPERATIONS SEMINAR

11 - 22 January 1965

0830 - 1700 Hours
701 Broyhill Building

The first running of OTR's Advanced Operations Seminar will be held full time from 11 to 22 January 1965. The course is intended primarily for experienced Clandestine Services officers, Grade GS-10 and above. Enrollment is limited to 25 students. Registration closes Wednesday, 6 January.

The purpose of the course is to discuss useful operational experiences gained by the Area Divisions, with particular emphasis on target analysis; agent training, handling and assessment; and interrogation, interviewing, testing and other covert investigative techniques. Security of operations, counterintelligence, and production assessment of operations will also be considered. Lectures will be supplemented by seminars in which students will discuss the cases they have analyzed individually.

For additional information on the course, call Mr.

[REDACTED] Chief Instructor, on extension [REDACTED]

For information pertaining to registration, call AIB, extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

25X1A
15 October 1964

To: Training Officers of the Clandestine Services

CHIEFS OF STATION SEMINAR

OTR will present its first Chiefs of Station Seminar from 30 November to 18 December in Room 1A-13, Headquarters Building. It will run from 0900-1300 hours with probably one full weekend at [REDACTED] 25X1A

The course is designed for Chiefs of small and medium-sized stations, their deputies, Chiefs of Bases, and desk officers directly supporting their operations, though the focus of the course is on the person himself and his responsibilities as a Chief of Station. The seminar is a direct outgrowth of the former Counterinsurgency Program Planning course and will include coverage of this aspect of overseas operations. Among the areas of major concern will be:

- a. Formation of U. S. policy and how it affects the Chief of Station.
- b. Problems of relationship among U. S. Government agencies in Washington and in the field.
- c. Management of station operations and personnel.
- d. Support and direction of stations, and demands upon stations, from Headquarters desks and staffs.
- e. The Chief of Station and his handling of station administration.

(See other side.)

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GROUP 1
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downgrading and
declassification

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- f. How the station's product fits into Agency and intelligence community requirements and patterns of use.

Registration closes on 20 November to provide sufficient time to obtain special clearances required for the course. Training Officers should send the Form 73 to AIB/RS/TR on or before that date. Enrollment will be limited to between twelve and fifteen participants. For additional information on course content or schedule, please call [REDACTED] DDP/TRO, on extension [REDACTED] or Frank

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[REDACTED] Chief Instructor, on extension [REDACTED]

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CIA INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

STATINTL

NO. [REDACTED]

11 June 1964

TO: Agency Training Officers
OTR School Chiefs and Instructors

AUDIO-VISUAL AIDS EXHIBIT

On 30 June and on 1 and 2 July there will be a display of audio-visual aids, old stand-bys and recent developments, in Room 501, Broyhill Building. Exhibit hours are 1300 to 1630 on each of the three days. Members of the OTR Instructional Services Branch will be present to demonstrate the equipment and to answer questions.

All interested persons are invited to attend. For further information, please call extension [REDACTED]

STATINTL

Some highlights of the exhibit are listed below. These represent only about 10 percent of the entire display.

"Vu-Graph Film", the instant transparency maker for line materials. Only an overhead projector (any make or model), a stylus (ball point pen, pencil, toothpick, key, fingernail, etc.) and a sheet of the Vu-Graph film are required to produce instantly a drawn or written bright white image on any screen or wall. No processing or mounting of any kind required. Yes, you can type on it too.

A carbon sheet for use in making overhead transparencies that requires no other equipment. You can typewrite, draw, or trace with this material on any piece of acetate or cellophane. Produces opaque image on white background.

(See other side.)

CIA INTERNAL USE ONLY



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CIA INTERNAL USE ONLY

An overhead projector that, while using regular 10x10 transparencies, can be operated from the back of a room. Requires an operator.

A 10x10 overhead projector combined with a 2x2 slide projector. Without affecting your 2x2 slide, you can now seemingly write on it and produce all sorts of effects on the screen. Also accepts filmstrips. A new advance in compact and versatile equipment.

A sync system permitting use of a projector with any tape recorder.

An inverter to permit operating small projectors, recorders, etc., from a battery or automobile generator.

A compact teleprompter device to assist lecturers.

A tape recorder designed for transcribing from tapes.

A stereo recorder with twin microphones to produce consistent-quality reproduction from the lecturer who walks about the room.

Closed-Circuit (or Wired) Television Systems: A completely secure system since no broadcasting is involved. An economy system for general purpose or surveillance use and a high-resolution system capable of transmitting readable images of any document will be shown.

A wide variety of audio-visual stands and carts.

Hand-outs include reference leaflets on many of the equipment items on display and a brochure on the use of visual aids.

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

29 September 1964

To: Agency Training Officers

INTELLIGENCE RESEARCH TECHNIQUES

16 November-11 December 1964
(92 Hours)

9 a.m. - 1 p.m.
daily except Wednesday
9 a.m. - 4:30 p.m.
Wednesday

OTR's Intelligence Research Technique (IRT) course will be given for Agency analysts or other professionals who support research from 16 November through 11 December. Classes will meet in Room 411 Broyhill from 9 a.m. to 1 p.m. each day except Wednesday. Wednesdays will be a full day, hours from 9 a.m. to 4:30 p.m.; the afternoon is set aside for the student to work at Headquarters Building on a research project assigned to him by his office. This running of the IRT is open to analysts and other professionals from all Offices of the Agency. Registration closes on Friday, 9 November.

The IRT is designed for the research analyst and for other professionals such as reference librarians, linguists, and document disseminators who support research. Its purpose is to provide a detailed knowledge of the Agency's libraries and registers, the dissemination channels, collection programs, and other facilities to which the analyst has access. Its purpose is also to familiarize the professional with the methods of intelligence research, including project planning, analysis, and intelligence writing.

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For additional information on the subject matter of the course, call [REDACTED] on extension [REDACTED] for information pertaining to registration call AIB, extension [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

15 September 1964

25X1A

To: Agency Training Officers

BASIC COUNTRY SURVEY OF THE USSR

12-23 October 1964

0900-1630

The Basic Country Survey of the USSR is a course for Agency employees who require a comprehensive knowledge of the Soviet Union. Its major emphasis is on current conditions in the USSR (including doctrine, Party and Government, the economy, the social system, and the military) and Soviet foreign policy. Also included are factors of the Tsarist period leading to the Revolution and influencing Soviet development.

Classes will meet in Room 701 Broyhill. Registration closes Monday, 5 October. For additional information on the course, call [REDACTED] SIC, extension [REDACTED] for information pertaining to registration, call AIB, extension [REDACTED].

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Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010046-5

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

28 August 1964

25X1A

To: All Agency Training Officers

INSTRUCTORS IN FRENCH NEEDED FOR FALL - WINTER SEMESTER VOLUNTARY LANGUAGE PROGRAM

The Language and Area School/OTR urgently needs instructors in French for its Voluntary Language Training Program (VLTP). A staff employee who has High to Native proficiency in French and who is interested in teaching in the program at overtime rates, should contact [REDACTED] on extension [REDACTED] before 10 September.

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The VLTP will begin its Fall-Winter Semester on 21 September and continue through 19 February 1965. Classes will meet from 7:15 - 8:15 a.m. and 5:30 - 7:10 p.m. All morning classes will be given at Headquarters; all evening classes will be given both at Headquarters and the Washington Building Annex, Arlington Towers.

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GROUP 1
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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

STATINTL
26 August 1964

TO: Agency Training Officers

FALL SEMESTER OF THE OFF-CAMPUS PROGRAM: GEORGE WASHINGTON UNIVERSITY COURSES

The fall semester of the Agency's Off-Campus Program, in cooperation with the College of General Studies of the George Washington University, will begin the week of 21 September. GWU is offering ten courses. For a brief description and prerequisites of the courses, see "Fall Semester Off-Campus Program", OTR Bulletin, July-August 1964, pp. 5-7.

Scheduled courses are:

Math 3	College Algebra	Monday
Hist 149	European Diplomatic History	Tuesday
Math 111	Mathematics for Engineers and Physicists I	Tuesday
Pol Sci 112	Introduction to Comparative Government and Politics	Tuesday
Eng 71	Introduction to American Literature	Tuesday
Psych 1	General Psychology	Wednesday
Pol Sci 9	Government of the United States	Wednesday
Econ 251	Economic Development	Thursday

(See other side.)

CIA INTERNAL USE ONLY

Hist 39	The Development of European Civilization	Thursday
Psych 101	Abnormal Psychology	Thursday

REGISTRATION: Friday, 11 September, 10 a.m. - 4 p.m., Monday, 14 September, 1 p.m. - 4 p.m., Room 1A-13 Headquarters Building.

If registration for a course does not meet the minimum requirements at the end of the second day of registration, the course will be canceled. For those who are unable to register on the 11th and 14th, the Registrar, OTR will accept registrations in confirmed courses up to the time of the first class session in the week of 21 September.

TUITION: \$81 (\$27 a semester hours); may be paid in three installments.

CLASSES: All classes will be from 5:45 to 8:15 p.m. on the evening of the day indicated in the schedule; they will run for 15 sessions.

ATTENDANCE: Limited to overt employees of the Agency.

INSTRUCTORS: Agency employees approved by GWU.

CREDIT: Each course carries three semester hours credit. (In certain cases four hours may be acquired. This can be arranged at the time of registration.)

CLASSROOMS: All courses except Math 3 will be held at the Hqs. Bldg. Classrooms will be announced at the time of registration.

COUNSELING: Michael Jessup, Assistant Director of the GWU's Off-Campus Division, will be available for counseling on 31 August in Room 839 Bryhl. Mr. Jessup has a Secret STATINTL
clearance. Employees may make appointments with him by calling the O/R/TR, on [REDACTED] Registrar/OTR, is also available for counseling non-overt employees. Mr. Jessup and a member of the Registrar Staff will be available on Friday and Monday of registration.

ADDITIONAL INFORMATION: Call [REDACTED] Information Specialist, STATINTL
AIB/RS/OTR, on extension [REDACTED] STATINTL

NOTE: An announcement of the American University Off-Campus courses will be made about 11 September.

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

10 August 1964

25X1A

To: All Agency Training Officers

September 1964 - June 1965 Schedule of the NATIONAL INTERDEPARTMENTAL SEMINAR AT THE FOREIGN SERVICE INSTITUTE

Five presentations of the National Interdepartmental Seminar on Problems of Development and Internal Defense are scheduled for the ten months from September 1964 through June 1965. The dates are:

14 September - 9 October
26 October - 20 November
25 January - 19 February
5 April - 30 April
14 June - 9 July

The NIS is a four-week course on counterinsurgency given for representatives of U.S. Government Agencies. CIA's quota is eight at each course. Nominations from the Agency candidates are due in OTR three weeks before the course begins. The early deadline is necessary to provide time for the Office of Training to prepare papers for review by the Subcommittee on Training, Special Group (CI).

The Form 136, "Training at a Non-CIA Facility" is used to apply for the NIS and is processed through Central Cover Staff before it is sent to the Registrar, OTR. Each application must contain an attachment which will show the candidate's military rank (if any), education, type of cover (what he has or what he will use); area knowledge gained through Agency assignments or otherwise, Agency experience, and his next assignment.

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Agency employees nominated for an NIS should have some use for knowledge of counterinsurgency or should have had experience which will contribute to the seminar. He must be able to perform in the country-team exercises as the CIA Chief of Station. His grade should be GS-14 or above. Participants from other Agencies in the Government represent USIA, Department of State, AID and DOD and are at the ambassadorial and senior military levels.

The subject matter includes the study of developing nations--critical nations designated so by the Special Group (CI) and with the U. S. Government's resources and activities in assisting host governments in countering insurgency on both the policy and the operational levels. The development of internal defense plans and the function of the country team in U.S. Missions are also covered extensively. A recently added feature of the seminar is a one-day visit to CIA for a program of lectures by Agency officials.

Training Officers should submit the names of their nominees to the Registrar through their Senior Training Officer. Additional information on the NIS can be obtained from [REDACTED] CIA's Faculty Adviser, [REDACTED] information on registration is available on [REDACTED]

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

STATINTL

7 August 1964

No. [REDACTED]

To: All Agency Training Officers

CASH ADVANCES FOR AGENCY-SPONSORED PART-TIME COURSES AT LOCAL COLLEGES AND UNIVERSITIES

Special arrangements have been made by OTR to provide cash advances at the Headquarters Building for Agency employees approved to attend, under Agency sponsorship, part-time courses at local colleges and universities. The new arrangement will eliminate the present need for each individual's hand-carrying a request for tuition advance to the new location of the Office of Finance in South Building. However, the revised procedure will require compliance with the following schedule if an advance is to be obtained.

Thursday, 27 August: Requests for Agency sponsorship in part-time courses given locally must be in the office of the Registrar by the close of business that day. If not, no advance for tuition or fees can be arranged for the applicant.

Week of 31 August - 4 September: A member of the External Training Branch will inform Training Officers of employees in their Offices who are eligible to receive advances for Agency-sponsored training. The Training Officer will notify each employee concerned.

Thursday, 10 September--Hours 10 A. M. to noon; 1 to 3 P. M. --Room 1A-07: Cash advance will be given to each approved employee by a representative of the External Training Branch. NOTE: Employees who have requested Agency sponsorship for their training should not report unless notified by the Training Officer that they have been approved to receive a cash advance.

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CIA INTERNAL USE ONLY

Thursday, 24 September--Hours 10 A. M. to noon; 1 to 3
P. M. --Room 1A-07: A receipt for the cash advance will
be returned by the employee or by his representative to the
Chief, External Training Branch in Room 1A-07 Langley.
Receipts cannot be accepted through the mail.

Eligible employees may elect to receive a cash advance under this schedule or to be reimbursed on a first-come, first-served basis. If there are questions about the revised procedure for obtaining cash advances to attend local colleges on a part-time basis call External Training Branch on Extension [REDACTED]

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CIA INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G



NO. [REDACTED]

STATINTL
11 June 1964

TO: Agency Training Officers
OTR School Chiefs and Instructors

AUDIO-VISUAL AIDS EXHIBIT

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All interested persons are invited to attend. For further information, please call extension [REDACTED]

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"Vu-Graph Film", the instant transparency maker for line materials. Only an overhead projector (any make or model), a stylus (ball point pen, pencil, toothpick, key, fingernail, etc.) and a sheet of the Vu-Graph film are required to produce instantly a drawn or written bright white image on any screen or wall. No processing or mounting of any kind required. Yes, you can type on it too.

A carbon sheet for use in making overhead transparencies that requires no other equipment. You can typewrite, draw, or trace with this material on any piece of acetate or cellophane. Produces opaque image on white background.

(See other side.)

CIA INTERNAL USE ONLY

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CIA INTERNAL USE ONLY

An overhead projector that, while using regular 10x10 transparencies, can be operated from the back of a room. Requires an operator.

A 10x10 overhead projector combined with a 2x2 slide projector. Without affecting your 2x2 slide, you can now seemingly write on it and produce all sorts of effects on the screen. Also accepts filmstrips. A new advance in compact and versatile equipment.

A sync system permitting use of a projector with any tape recorder.

An inverter to permit operating small projectors, recorders, etc., from a battery or automobile generator.

A compact teleprompter device to assist lecturers.

A tape recorder designed for transcribing from tapes.

A stereo recorder with twin microphones to produce consistent-quality reproduction from the lecturer who walks about the room.

Closed-Circuit (or Wired) Television Systems: A completely secure system since no broadcasting is involved. An economy system for general purpose or surveillance use and a high-resolution system capable of transmitting readable images of any document will be shown.

A wide variety of audio-visual stands and carts.

Hand-outs include reference leaflets on many of the equipment items on display and a brochure on the use of visual aids.

~~CONFIDENTIAL~~

SPECIAL BULLETIN

OFFICE OF TRAINING

C/O S

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25X1A

NO. [REDACTED]

22 May 1964

TO: Agency Training Officers

IBM PROFICIENCY PROGRAM

8-11 June 1964
1A-07 Langley

Under the sponsorship of the Office of Training, the IBM Electric Typewriter Division, Washington, D. C., will conduct an IBM Proficiency Program during the week of 8 June. There will be eight sessions, morning and afternoon for four days, of one and a half hours each, during which a representative from IBM will explain the maintenance of the IBM typewriter and will offer advice on typing shortcuts. All sessions will be in 1A-07 Langley Headquarters.

The program is primarily for typists and stenographers who have come on duty with the Agency within the last year and who are using IBM electric typewriters. (It is assumed that other typists and stenographers attended previous programs; however if necessary, they may attend for refresher reasons.) The morning sessions are from 9:30 to 11:00; the afternoon sessions, from 1:30 to 3:00. After each morning session there will be an extra half-hour for an explanation on the use of the IBM Selectric typewriter; after the afternoon session there will be a half hour for a demonstration of the use of IBM transcription equipment. These "extra" sessions are for typists and stenographers who are using the IBM Selectric typewriter or IBM transcription equipment. It is not necessary for them to attend the regular 90-minute morning session or afternoon program.

To facilitate registration the schedule for the week has been planned according to major components. Attendance at each session is limited to 30. To register, Training Officers only need to send a memorandum to the Registrar, attention Admissions and Information Branch, 832 Broyhill, in which he lists the name, (see other side.)

GROUP 1
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downgrading and
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GS grade, and the date on which the individual will attend.
Registration closes Wednesday, 3 June.

The schedule:

DDP	8 June	0930-1100
DDS	8 June	1330-1500
DDS	9 June	0930-1100
DDP	9 June	1330-1500
DDI	10 June	0930-1100
O/DCI & DDS&T	10 June	1330-1500
DDP	11 June	0930-1100
DDI	11 June	1330-1500

Questions concerning the program are to be directed to
[REDACTED] those concerning
registration are to be directed to the Admission and Infor-
mation Branch, extension [REDACTED]

25X1A

25X1A

C-O-N-F-I-D-E-N-T-I-A-L

~~S-E-C-R-E-T~~

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

25X1A
20 May 1964

TO: All Agency Training Officers

COMMUNIST PARTY ORGANIZATION
AND OPERATIONS COURSE

1-26 June 64 (4 weeks)
Rm 703 Broyhill Building

The Communist Party Organization and Operations course is starting on 1 June and will run on a half-day basis, thru 26 June. Training Officers are asked to send applications for the course as soon as possible.

The course is designed for Intelligence Officers whose work requires (or will require) information on the organization and activities on the Communist movement. The movement is examined as a whole but most of the instruction is on the Communist Party outside the Sino-Soviet bloc. Specifically there is:

- an introduction to the course which surveys the evolution of the main principles of the Communist Party organization.

- a detailed examination of the structure and functions of open and underground parties.

- an examination of the internal operations of a Communist Party, including its techniques and resources which relate to recruitment, membership, discipline, finance, education, and indoctrination.

- an analysis of Communist front organizations and international fronts--their role, organization and exploitation by the Communists.

- an examination of Communist programs and tactics, political action, alliance, labor, and insurgency.

- a summary of the status and potential of the international Communist movement.

Please note: CPO&O is a prerequisite for the Covert Action Operations course. The next CPO&O is in early October.

~~S-E-C-R-E-T~~

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

7 May 1964

NO. [REDACTED]

STATINTL

TO: All Agency Training Officers

NEW COURSE ON COMPUTERS

International Business Machines has announced a new course in the Washington area: Computer Management Course for Government Executives.

According to the announcement, this course is designed to teach the full implications of what computers are and what they can do, to help government managers gain sufficient knowledge to be able to use data processing as an effective extension of management. The course consists of subject presentations and practical problems; included are numbering systems, problem solving in several programming language levels, simulation, and machine learning. This is an intensive program with considerable student participation. Classes will begin at 0830 on Mondays and continue approximately 60 hours through noon on the following Friday.

GS-12s and above are eligible.

Classes will be conducted at the IBM Federal Education Center in Washington. The schedule follows:

1-5 June
3-7 August
31 August - 4 September
5-9 October
30 November - 4 December

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

9 April 1964

25X1A

TO: Agency Training Officers

BASIC COUNTRY SURVEY OF THE USSR

11-22 May 1964

0900-1630

The Basic Country Survey of the USSR is a course for Agency employees who require a comprehensive knowledge of the Soviet Union. Its major emphasis is on current conditions in the USSR (including doctrine, Party and Government, the economy, the social system, and the military) and Soviet foreign policy. Also included are factors of the Tsarist period leading to the Revolution and influencing Soviet development.

Classes will meet in Room 703 Broyhill. Registration closes Wednesday, 6 May. For further information call [REDACTED]

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SPECIAL BULLETIN

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O F F I C E O F T R A I N I N G

No. [REDACTED]

16 March 1964

25X1A

TO: Senior Training Officers

SPECIAL COURSE ON BRIEFING TECHNIQUES

In Action Memorandum A-349, the Deputy Director of Central Intelligence directed the Office of Training to arrange a special course in techniques of briefing particularly slanted to the needs of senior officials who have briefing responsibilities. In accord with this memorandum, OTR has contracted with [REDACTED]

University to give a course from 30 March to 6 May for GS-15's and above. Classes will meet Monday and Wednesday mornings from 9:30 to 11:30 in the Headquarters building. 25X1A

The first four weeks will be mandatory for those enrolling; the four sessions of the last two weeks are optional.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

STATINTL

No. [REDACTED]

11 March 1964

TO: All Agency Training Officers

CHANGES IN THE CLERICAL REFRESHER PROGRAM

Effective 23 March 1964, Shorthand Theory Review will be dropped from the Clerical Refresher Program. Henceforth, trainees must be able to take shorthand at a minimum of 60 words a minute for admittance into the Intermediate Shorthand Dictation class, and at 70 words a minute for admittance into the Advanced Shorthand Dictation class.

Skill in basic shorthand writing and knowledge of shorthand theory are presupposed; emphasis in the courses will be on the development of speed and accuracy. Both courses have been revised to incorporate additional training in transcription techniques.

Effective 23 March 1964, eight weeks, or a total of two runnings of a shorthand or a typewriting course, will be the maximum training time permitted in a twelve-month period.

For practice purposes, dictation tapes may be used in the OTR Language Laboratory, Room 1D-1605, at Headquarters (extension [REDACTED]); and dictation records are available for short-term loan from the Clerical Training Faculty (extension [REDACTED]).

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

25X1A
24 February 1964

TO: All Agency Training Officers

TYPING COURSE FOR PROFESSIONALS 16 March - 24 April 1964

A basic typewriting class for professional personnel will be conducted daily during the six-week period of 16 March - 24 April 1964. The class will meet from 0730 to 0830 in Room 1A-07 at Headquarters. The training will be conducted on manual typewriters.

The objectives of this course are to learn the typewriter keyboard and to acquire as much speed and accuracy in typewriting as is possible in a six-week training program.

Applications for registration (Form 73) must be submitted to the OTR Registrar on or before 9 March 1964. Individuals should register for this course only if they are reasonably sure of realizing maximum benefit through attendance at all or nearly all sessions of the course.

Questions concerning this class may be directed to [REDACTED] on extension [REDACTED]

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SPECIAL BULLETIN

OFFICE OF TRAINING STATINTL
21 January 1964

No. [REDACTED]

TO: Agency Training Officers

REGISTRATION FOR GEORGE WASHINGTON UNIVERSITY OFF-CAMPUS COURSES

Eight courses are scheduled in the 1964 Spring Semester of the GWU Off-Campus Program at Headquarters Building.

Econ 2	Principles of Economics	Thursday
Eng 2	English Composition (Prereq: English 1)	Tuesday
Hist 146	History of Russia: Revolution and Soviet rule, 1881-1960	Thursday
Pol Sci 10	Government of the United States	Wednesday
Pol Sci 172	International Organization: the United Nations	Tuesday
Psych 8	Psychology of Adjustment	Wednesday
Stat 101	Basic Principles of Statistical Methods	Wednesday
Stat 102	Basic Principles of Statistical Methods	Tuesday

Registration will be held from 1000-1700 on 30-31 January in Room 1A-13. Mr. Michael Jessup of GWU will be available for counseling in the same room from 1000-1700 on 27 January. Call [REDACTED] for an appointment. STATINTL

Classes begin the week of 10 February. All classes will meet from 1745 to 2015 on the days indicated above. Classrooms will be announced at registration.

Courses carry three (or four) semester hours credit. Tuition is \$24.00 per credit hour; it may be paid in full at registration, or in installments (one third at registration, one third by 11 March, and the final third by 10 April).

GWU will determine whether the two-day enrollments are sufficient to guarantee the scheduled runnings. Thereafter, late registration may continue without penalty in each guaranteed course until the second class meeting night. Late registrations (by check or money order) may be made at the office of the Registrar/OTR from 0830-1700 or at 1D-1617 Headquarters from 1400-1600 only.

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

2 January 1964

TO: Agency Training Officers

INDUSTRIAL COLLEGE OF THE ARMED FORCES JANUARY 1964

Requirements : Lt. Colonel; Commander (USN)
GS-14 and above
TOP SECRET Clearance

Registration : Training Officers call External Training Branch
extension [REDACTED] at least three days before the date
of the lecture. 25X1A

Note : (1) The "Off the Record" basis of the lecture pro-
gram must be respected.
(2) The taking of notes or verbatim transcripts
by visitors is not authorized.
(3) The privilege of questioning the speaker dur-
ing the discussion period is not extended to visi-
tors.

7 Jan PERSONNEL MANAGEMENT IN INDUSTRY. Mr. Frederick
0845 R. Kappel, Chairman of the Board, American Telephone
and Telegraph Company.

8 Jan PRODUCTION MANAGEMENT IN INDUSTRY. Mr. Robert
0845 H. Gathman, Vice President, General Motors Corpora-
tion, Fisher Body Division.

10 Jan FINANCIAL MANAGEMENT IN INDUSTRY. Mr. William
0845 E. Buxbaum, First Assistant Comptroller, E.I. Du Pont
de Nemours & Company.

(See other side.)

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- 14 Jan 1030 MANAGEMENT PROBLEMS OF FOREIGN-BASED U.S. PLANTS. Mr. William Blackie, President, Caterpillar Tractor Company.
- 16 Jan 0845 MANAGEMENT OF RESEARCH AND DEVELOPMENT IN INDUSTRY. Mr. Lloyd A. Hatch, Vice President for Long-Range Planning, Minnesota Mining and Manufacturing Company.
- 16 Jan 1030 LABOR-MANAGEMENT RELATIONS IN INDUSTRY. Mr. William G. Caples, Vice President, Industrial Relations, Inland Steel Company.
- 17 Jan 0845 PROBLEMS OF ORGANIZED LABOR. Mr. A.J. Hayes, International President, International Association of Machinists.
- 21 Jan 0845 LABOR CONTRACT NEGOTIATING IN GOVERNMENT. Rear Admiral Robert L. Moore, Jr., Chief of Industrial Relations, Department of the Navy.
- 22 Jan 0845 IMPACT OF TECHNOLOGICAL DEVELOPMENTS ON MANAGEMENT IN INDUSTRY. Mr. Gerhard Neumann, General Manager, Flight Propulsion Division, General Electric Company.
- 22 Jan 1030 THE FEDERAL GOVERNMENT IN LABOR-MANAGEMENT RELATIONS. Honorable James J. Reynolds, Assistant Secretary for Labor-Management Relations, Department of Labor.
- 23 Jan 0845 AN ADDRESS. Admiral Harold P. Smith, USN, Commander-in-Chief, Atlantic.
- 24 Jan 0845 MANAGEMENT TECHNIQUES: A PRESENTATION. Chrysler Corporation Team.
- 27 Jan 0845 ACQUISITION OF WEAPONS SYSTEMS. Lt. General F.S. Besson, Jr., Commanding General, U.S. Army Materiel Command.
- 27 Jan 1030 MANAGEMENT OF RESEARCH AND DEVELOPMENT BY THE DEPARTMENT OF DEFENSE. Lt. General W.J. Ely, USA, Deputy Director of Defense Research and Engineering (Administrative and Managerial), Office of the Secretary of Defense.

28 Jan 0845 INDUSTRIAL PRODUCTION READINESS AND MOBILIZATION. Mr. A. A. Bertsch, Assistant Administrator for Industrial Mobilization, Department of Commerce.

28 Jan 1030 PROBLEMS OF MILITARY PROCUREMENT BY DOD. Honorable Kenneth E. BeLieu, Assistant Secretary of the Navy (Installations and Logistics).

29 Jan 0845 INDUSTRY'S VIEWS ON DEFENSE PROCUREMENT. Mr. Walter G. Bain, Divisional Vice President, Defense Electronics Products, Radio Corporation of America.

30 Jan 0845 LOGISTICS MANAGEMENT IN THE DEPARTMENT OF DEFENSE. Honorable Thomas D. Morris, Assistant Secretary of Defense (Installations and Logistics).

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S-E-C-R-E-T

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

13 November 1963

25X1A

TO: All Agency Training Officers

CHANGE OF DATES FOR ADMINISTRATIVE PROCEDURES COURSE

The Administrative Procedures Course (number 109) which was scheduled from 25 November through 6 December has been postponed one week and will now run from 2 through 13 December. The course will be given in Room 601 in OTR's new quarters at 1000 North Glebe Road.

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. [REDACTED]

19 August 1963

25X1A

MIDCAREER COURSE

A major new course of career training for those on the middle management level will be inaugurated in October. Called the Midcareer Course, it has been developed by the Office of Training at the request of the DDCI, who has asked that it be as good as any of the courses in the senior war colleges and has stated that CIA should spare no effort to ensure that this is the best course ever offered in the Agency.

The principle has been established, in Headquarters Notice [REDACTED] that a critical evaluation should be made of the experience, accomplishments, and potential of all employees at the midcareer level, primarily but not exclusively Grade 13's, and that formal training programs should be developed for selected officers at this level. These programs should be tailored to the individual officer's needs, taking into consideration his prior experience and training and his probable future development; they should assure maximum opportunity to the individual and greatest use of his talents by the Agency.

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Each approved midcareer training program will include attendance at the basic Midcareer Course conducted by OTR.

(See other side)

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This six-week course is considered the "core" of the whole program and must be a part of each eligible individual's plan. Its aim is to broaden the Agency officer's knowledge of the entire intelligence business, to aid him to perform his work in his own component better for knowing and appreciating the aims and activities of the other parts of the Agency and of the other departments of the government.

The emphasis in the Midcareer Course will be on the functions of CIA and its role in the intelligence community; problems of management; policy making and action programs; and a review of political, military, strategic, and scientific developments (the United Nations, underdeveloped countries, NATO, the Warsaw Pact, changing patterns in the Communist Bloc, and Bloc and Western strategy).

The first "core" course will be given from 7 October through 15 November. (Future runnings are scheduled in January and April.) It will involve two weeks [REDACTED] two weeks at the Brookings Institution, and two weeks in OTR classrooms. Initially, 30 students will be enrolled in each course on the basis of quotas established for each Directorate. Nominations for the first course must be in by 30 August. Registration is accomplished by sending a Form 73 to the OTR Registrar for each candidate.

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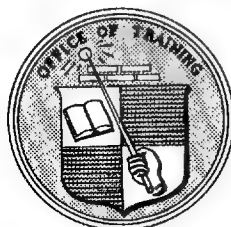
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SPECIAL BULLETIN
Number [REDACTED]

5 September 1962

TO: Training Officers



GWU OFF-CAMPUS COURSES - REGISTRATION ON 13 AND 14 SEPTEMBER

Registrants for George Washington University off-campus courses offered at Headquarters Building should report to Room GC-03, between 9:00 a.m. and 5:00 p.m. on Thursday, 13 September or Friday, 14 September.

The College of General Studies of GWU has agreed that these courses will run in the fall semester, provided sufficient enrolments are attained by the close of registration:

Course	Title	Beginning Date & Room
Accounting 1	Introductory Accounting	Mon, 24 Sep - 1D-1613
Bus Admin 101	Introduction to Business	Tue, 25 Sep - 1D-1610
Bus Admin 171	Principles of Transportation	Wed, 26 Sep - 1D-1613
Economics 1	Principles of Economics	Mon, 24 Sep - 1D-1610
* English 1	English Composition	Thu, 27 Sep - 1D-1613
English 71	Intro. to American Literature	Mon, 24 Sep - 1D-1606
History 39	Dev. of European Civilization	Tue, 25 Sep - 1D-1606
Pol Sci 9	Government of the U. S.	Wed, 26 Sep - 1D-27
Pol Sci 111	Intro. to Comparative Government	Tue, 25 Sep - 1D-1613
Pol Sci 121	The Constitution of the U. S.	Mon, 24 Sep - 1D-27
**Pol Sci 212	Seminar: Comparative Government	Thu, 27 Sep - 1D-1610
Psychology 1	General Psychology	Thu, 27 Sep - 1D-1606
Speech 111	Effective Speech Communication	Wed, 26 Sep - 1D-1610

* Requires pretest. May be taken anytime in Office of Registrar, OTR.
** Creditable toward MA in International Affairs, for qualified candidates.

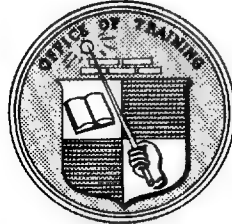
Each of the above courses carries three-semester hours credit. Tuition fees are \$22 per semester hour. Courses will meet from 5:45 p.m. to 8:15 p.m. on the days indicated and will continue for 15 weeks. When holidays occur, instructors will make alternate arrangements to complete the 15 sessions. Instructors are Agency employees engaged to teach by the University.

Registration and counseling will be handled by cleared officials of George Washington University. Donald McNelis will also be available for counseling on 7 September. Appointments for counseling and arrangements for later registration may be made, or further information obtained, from the Registrar, OTR (Room GC-03, Extension [REDACTED])

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OFFICE OF TRAINING BULLETIN

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SPECIAL BULLETIN
Number [REDACTED]

TO: Training Officers

AMERICAN UNIVERSITY OFF-CAMPUS COURSES TO BE OFFERED

In addition to the opportunities for academic study afforded employees through George Washington University's off-campus program (See OTR Bulletin No. [REDACTED]), arrangements have been completed for initiating two courses under auspices of The American University. These courses, one senior level and one graduate level, will definitely be offered at Headquarters Building:

<u>Course</u>	<u>Title</u>	<u>Beginning Date & Room</u>
19.307	Introduction to Quantitative Economics	Thu, 20 Sep - 1D-27
19.512	Equilibrium Analysis I: Theory of Prices and Production	Tue, 18 Sep - 1D-27

Because of the interest expressed, it is anticipated that classes will be fully subscribed. However, employees who have not yet made tentative reservations for either of these courses but are interested and qualified should contact the Registrar, OTR, prior to registration.

Dr. W. Donald Bowles, Chairman of the Economics Department at The American University will be available on Wednesday, 12 September to counsel interested employees between 2:00 and 5:00 p.m. in the Office of the Registrar, OTR (Room GC-03). Dr. Bowles has suggested that employees provide themselves at this time with copies of transcripts or other academic information which may bear on their candidacy for graduate work at The American University.

Formal registration for the AU courses will take place in Room 4F-31 between the hours of 10:00 a.m. and 12:00 Noon on Thursday, 13 September.

As in the case of GWU off-campus courses, tuition is \$66 for each course, instructors are Agency employees, and classes will meet once weekly in OTR classrooms. However, AU classes will meet 16 times, and at earlier hours (5:10 - 7:30 p.m.).

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OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN
Number [REDACTED]

5 September 1962

TO : Agency Training Officers

INTELLIGENCE REVIEW

The biannual Intelligence Review will be presented
1 through 12 October in Room 1A-13 Headquarters.

The Intelligence Review provides a unique opportunity for
experienced professional personnel to review the current state of
the intelligence profession, to examine organizational process, and
to consider future trends.

Frerequisites are completion of the Intelligence Orientation
Course and a minimum of five years of duty with the Agency, or the
equivalent in experience. Further information on the Intelligence
Review may be obtained from [REDACTED]
Training Officers are requested to forward Forms 73 to the
Registrar/TR by September 20th.

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OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN
Number [REDACTED]

5 September 1962

TO: Agency Training Officers

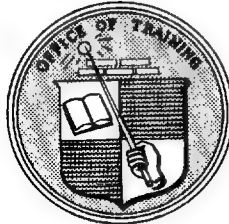
INTELLIGENCE PRODUCTS EXHIBIT

Agency employees are invited to attend the next Intelligence Products Exhibit on Thursday, 20 September, from 0930 to noon in Room 1A-07 Headquarters Building. This Exhibit is presented as a part of the Intelligence Orientation Course, scheduled to begin on 17 September.

Employees are reminded that representatives from other agencies in the Intelligence Community are regularly invited to this Exhibit.

OFFICE OF TRAINING BULLETIN

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SPECIAL BULLETIN
Number [REDACTED]

30 August 1962

TO : Agency Training Officers

INDUSTRIAL COLLEGE OF THE ARMED FORCES - SEPTEMBER

Requirements: Lt. Colonel, Commander (USN),
GS-14 and above
TOP SECRET Clearance

Registration: Training Officers call External Training Branch,
extension [REDACTED] no later than three days before
the date of the lecture.

10 September
0845 TREASURY OPERATIONS AND MANAGEMENT
OF NATIONAL DEBT. Mr. Dewey Daane, Deputy
Under Secretary for Monetary Affairs, Department
of the Treasury and Mr. R. Duane Saunders,
Director, Office of Debt Analysis, Department
of the Treasury.

11 September
1030 INTERPRETATION OF ECONOMIC INDICATORS.
Professor Martin R. Gainsbrugh, Vice President
and Chief Economist, National Industrial
Conference Board.

12 September
0845 THE INTERNATIONAL BALANCE OF PAYMENTS.
Dr. Carl Arlt, Assistant Vice President, Federal
Reserve Bank of St. Louis.

13 September
0845 UNITED STATES TRADE POLICY. Dr. Howard S.
Fiquet, Senior Specialist in International Economics,
Legislative Reference Service, Library of Congress.

1330 THE ECONOMIC NATURE OF DEVELOPING
COUNTRIES. Professor Elspeth Davis Rostow,
Associate Professor of History, American University.

14 September 1045	COMPARATIVE ECONOMIC SYSTEMS. Dr. Janus Poppe, Faculty, Industrial College of the Armed Forces.
17 September 0845	EVOLUTION OF MANAGEMENT THEORIES. Dr. James Hayes, Dean, School of Business Administration, Duquesne University.
18 September 0845	MANAGEMENT IN A DYNAMIC ECONOMY. Professor A. Zaleznik, Professor of Organizational Behavior, Graduate School of Business Administration, Harvard University.
19 September 0845	CONCEPTS OF MANAGEMENT IN THE FEDERAL GOVERNMENT. Mr. John W. Macy, Jr., Chairman, U. S. Civil Service Commission.
20 September 0845	SINO-SOVIET STRATEGIC CONCEPTS. Rear Admiral Samuel B. Frankel, USN, Chief of Staff, Defense Intelligence Agency.
21 September 1045	COMPARATIVE MANAGEMENT PRACTICES. Professor David Granick, Department of Economics, University of Wisconsin.
24 September 0845	INTRODUCTION TO COUNTERINSURGENCY. Dr. Ralph Sanders, Faculty, Industrial College of the Armed Forces.
1030	CURRENT U. S. STRATEGIC CONCEPTS. Mr. William P. Bundy, Deputy Assistant Secretary of Defense for International Security Affairs.
26 September 1030	NATIONAL SECURITY OBJECTIVES. Honorable George V. Allen, President of the Tobacco Institute, Inc., (Former Director of the U. S. Information Agency, and Assistant Secretary of State.)
27 September 1030	ORGANIZATION OF THE U. S. GOVERNMENT FOR NATIONAL SECURITY. Dr. Paul J. Hammond, Assistant Professor of Political Science, Yale University.
28 September 1030	THE OFFICE OF EMERGENCY PLANNING IN NATIONAL SECURITY. Honorable Edward A. McDermott, Director, Office of Emergency Planning.

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Approved For Release 2002/01/29 : CIA-RDP78-06370A000100010046-5

OFFICE OF TRAINING BULLETIN

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SPECIAL BULLETIN

Number [REDACTED]

30 August 1962

TO: Training Officers of DDP

The Clandestine Services Liaison Operations and
Clandestine Services Scientific and Technical Operations Courses
have been suspended until further notice.

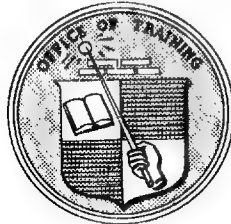
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OFFICE OF TRAINING BULLETIN

Ext Tony 5-1



SPECIAL BULLETIN
Number [REDACTED]

29 August 1962

TO : Agency Training Officers

NATIONAL WAR COLLEGE PROGRAM OF LECTURES-SEPTEMBER 1962

Agency's Quota : Five each lecture

Requirements : Colonel, Captain (USN)
GS-14 and above
TOP SECRET Clearance

Registration : Training Officers call External Training Branch,
extension [REDACTED] Requests for attendance must be
made no later than one week before the lecture.

All lectures begin at 0900 hours

- 10 September INTERNATIONAL ECONOMICS. Professor Gardner Patterson, Director, Woodrow Wilson School of Public and International Affairs, Princeton University.
- 11 September MANAGEMENT AS A FACTOR OF NATIONAL POWER. Mr. E. N. Cole, Vice President, General Motors Corp.
- 13 September EDUCATION AND NATIONAL POWER. Mr. August Heckscher, Special Consultant on the Arts, The White House.
- 17 September NATIONAL CHARACTER AS A FACTOR OF NATIONAL POWER. Dr. Edward A. Kennard, Chairman, Department of Anthropology, University of Pittsburgh.
- 1400 LABOR AS A FACTOR OF NATIONAL POWER. Mr. George F. Meany, President AFL-CIO.

- 18 September LEADERSHIP AS A FACTOR OF NATIONAL POWER. The Honorable Frank Pace, Jr., Director and Member, Executive Committee, General Dynamics Corp.
- 19 September AN EVALUATION OF ALLIANCES AND COALITIONS IN WHICH THE UNITED STATES IS A MEMBER. Mr. Melvin A. Conant, Jr., Regional Advisor for Far East and Southeast Asia, Standard Oil Co.
- 20 September POLITICAL IDEOLOGY AS A FACTOR OF NATIONAL POWER. Professor Sidney Hook, Professor of Philosophy, New York University.

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OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN
Number [REDACTED]

13 August 1962

STATINTL

TO : Agency Training Officers

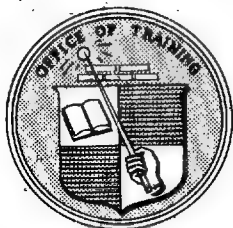
MANAGEMENT TRAINING

Management Courses can be offered in various ways. Instructors and students have generally found the most worth-while training is that which is given full-time at a location away from the family and the office. Most of the OTR Management Courses, however, are presently being offered at Headquarters on a part-time basis.

OTR wants to know to what extent the scheduling of more management courses at an out-of-town training site would be acceptable to prospective students of management. To get some specific indication of this, a management course for GS-14 and GS-15 has been scheduled half-time at Headquarters for 10 - 21 September, and the same course will be offered full-time at an out-of-town site, 14 - 20 October.

The relative registration will be scanned for significance. Opinion on this aspect of management training is additionally welcome, and views are also invited regarding a third possibility, which would be a one-week, full-time course at Headquarters. Your comments may be directed to the Chief of Management Training, OTR, or to the Registrar, OTR.

OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN

Number [REDACTED]

9 August 1962

TO: Agency Training Officers

NATIONAL WAR COLLEGE PROGRAM OF LECTURES - AUGUST 1962

Agency's Quota : Five each lecture

Requirements : Colonel, Captain (USN)
GS-14 and above
TOP SECRET Clearance

Registration : Training Officers call External Training Branch,
extension [REDACTED] Requests for attendance must be
made no later than one week before the lecture.

All lectures begin at 0900 hours

- 21 August VITAL INTERESTS AND OBJECTIVES OF THE UNITED STATES. The Honorable Carl Albert, Member of the United States House of Representatives from the 30th Congressional District of Oklahoma.
- 22 August HISTORICAL DEVELOPMENT OF U. S. FOREIGN POLICY. The Honorable Gale W. McGee, United States Senator from Wyoming.
- 23 August THE STATE, LAW AND DIPLOMACY IN TODAY'S INTERNATIONAL AFFAIRS. Professor Hardy C. Dillard, Professor of Law, University of Virginia.
- 24 August VITAL INTERESTS AND OBJECTIVES OF OUR MAJOR ALLIES. Mr. William R. Tyler, Acting Assistant Secretary of State for European Affairs.
- 27 August VITAL INTERESTS AND OBJECTIVES OF THE U. S. S. R. Dr. Mose L. Harvey, Member, Policy Planning Council, Department of State.

~~C-O-N-F-I-D-E-N-T-I-A-L~~

- 28 August VITAL INTERESTS AND OBJECTIVES OF
COMMUNIST CHINA. Professor Harold Hinton,
Associate Professor of History, Trinity College.
- 29 August VITAL INTERESTS AND OBJECTIVES OF THE
NEWLY DEVELOPING STATES OF ASIA AND
AFRICA. Mr. Edwin M. Wright, Head, Department
of Career Studies, School of Foreign Affairs,
Foreign Service Institute, Department of State.
- 30 August THE INFLUENCE OF GEOGRAPHY ON A NATION'S
POWER. Professor Saul B. Cohen, Department
of Geography, Boston University.

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN
Number [REDACTED]

9 October 1962

TO : Agency Training Officers

USE OF LOCAL EXTERNAL FACILITIES FOR LANGUAGE TRAINING

Because the total cost estimates of external training requirements submitted by interested Offices to the Office of Training significantly exceed the Congressional budget, OTR has assured the Financial Policy and Budget Committee that a close review will be maintained on individual requests for training. Particular attention is to be given to requests for world languages (i.e., French, German, Italian and Spanish), since most of the local requirements in these languages can be handled, through timely planning, in the organized programs of OTR's Language and Area School. Occasionally, this accommodation cannot be made, and in these cases OTR will provide tutorial assistance.

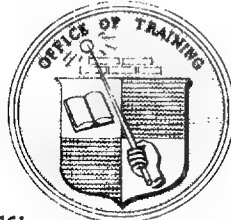
Therefore, sponsoring components who elect to utilize external local facilities (FSI, Berlitz, Sanz), for cover considerations or other circumstances, will be expected to bear the cost of training in these four languages. For approval to enter into external facilities, the normal request Form (No. 136) will be used; payment for the training received will be accomplished by reimbursement to the Office of Training.

Within the limits of the Congressional budget, external sponsorship in language programs other than French, German, Spanish and Italian will continue and payment will be assumed by OTR.

GROUP I
Excluded from automatic
downgrading and
declassification

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OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN

21 June 1962

Number [REDACTED]

TO: Agency Training Officers

NATIONAL CONVENTION ON MILITARY ELECTRONICS
SHOREHAM HOTEL
25 - 27 June 1962

On Monday, Tuesday and Wednesday, 25, 26 and 27 June 1962, the Professional Group on Military Electronics (PGME) will sponsor its Sixth National Convention. Headquarters will be at the Shoreham Hotel, Washington, D. C. More than 5,000 of the nation's top engineers, scientists, and executives in the military electronics industry are expected to attend.

This year's technical program will consist of 15 sessions, including two state-of-the-art sessions, with invited papers. There will also be exhibits of the latest in military components and equipment. A highlight of the technical program will be an evening session of invited papers on "The Electronics Industry and Arms Control," Tuesday evening, 26 June. Details of this session and others may be obtained from the Admissions and Information Branch, extension [REDACTED] STATINTL

There is a small registration fee for non-members of PGME. Payment of the fee entitles the individual to attend all lectures except those given as part of a luncheon program. There is an additional charge for the luncheon meetings. Arrangements to attend under Agency sponsorship should be made thru the External Training Branch, extension [REDACTED]

Monday - 25 June

10-11:30 am "The Role of the Non-Profit Research and Development Organizations in National Defense Activities"
Moderator: David E. Bell, Director,
Bureau of the Budget

12:00 Keynote Luncheon -- Guest Speaker: Hon. Brockway McMillan, Assistant Secretary of the Air Force (Research and Development).

Monday

2 - 5 pm

Frontiers in Electronics

Moderator: Dr. A. Shostak, Office of Naval Research

Reliability I

Moderator: Dr. P. H. Zorger, Martin-Marietta Corp.

Systems I

Moderator: Mr. A. G. Wimer, Air Force Systems Command

Tuesday - 26 June

9 - 12:00

Vistas in the Informational Sciences

Moderator: Dr. M. C. Yovits, Office of Naval Research

Computer and Trainer Applications

Moderator: Mr. L. D. Shergalis, Electronics Magazine

Systems II

Moderator: Dr. R. A. Weiss, Office Chief of R & D

12:00

Luncheon -- Guest Speaker: Major General Earle F. Cook, USA, Deputy Chief Signal Officer, Department of the Army

2 - 5 pm

Techniques I

Moderator: Dr. H. A. Zahl, USASRDL

Communications I

Moderator: Mr. J. A. Krcek, Defense Communications Agency

Space Electronics

Moderator: Dr. R. O. Burns, Office of the Chief of Naval Operations

8:30 - 10 pm

"The Electronics Industry and Arms Control"

Chairman: Dr. Henry M. O'Bryan, Bendix Corp. Washington, D. C.

Wednesday - 27 June

9 - 12:00

Applications of Microelectronics
Moderator: Dr. J. D. Meindl, U. S. Army
Signal R & D Laboratory

Radar
Moderator: Dr. R. C. Guthrie, U. S. Naval
Research Laboratory

Reliability II
Moderator: Mr. E. J. Nucci, Office
Secretary of Defense

2 - 5 pm

Techniques II
Moderator: Mr. G. R. Kilgore, Westinghouse
Electric Corp.

Communications II
Moderator: Mr. Harry Davis, Air Force

Guidance and Control
Moderator: Mr. W. J. Sen, Air Force
Systems Command

The exhibit area will be open from 9 a.m. to 8 p.m., Monday, 25 June; from 10 a.m. to 10 p.m. on Tuesday, 26 June; and from 10 a.m. to 5 p.m. on Wednesday, 27 June. Admission is free.

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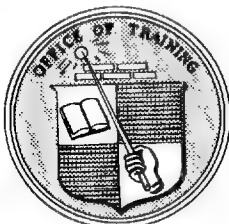
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OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN
Number [REDACTED]

11 June 1962

TO: Agency Training Officers

APPLICATIONS FOR IBM AND RCA TRAINING PROGRAMS

Effective immediately, applicants for IBM and RCA Training Programs should submit a Form 136, Request for Training at Non-CIA Facility, through their Training Officers to the External Training Branch, RS/TR. For the local IBM and RCA programs, it will not be necessary to fill in Items 13, 14, 15, 16, 21, and 22 unless the requesting Office has an internal approval requirement. Item 14, however, should show an appropriate job title for the applicant which the External Training Branch may place on the nomination application to IBM or RCA. In the local programs Agency employees will be enrolled in an overt status unless cover is indicated in Items 18 and 19. If cover is required, the request should be forwarded through the Central Cover Group to ETB.

Applications for IBM and RCA programs which are not conducted in the local area should also be submitted on Form 136 and should be filled out and processed by the Offices according to their standard procedures for requesting training at any non-CIA facility.

Further information may be obtained from the Chief, External Training Branch, extension [REDACTED]

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OFFICE OF TRAINING BULLETIN

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SPECIAL BULLETIN
Number [REDACTED]

28 May 1962

STATINTL

TO: Agency Training Officers

SUMMER SESSION REGISTRATION DATES FOR GWU OFF-CAMPUS PROGRAM

Wednesday, 6 June - 10:00 a.m. - 3:00 p.m.
Thursday, 7 June - 10:00 a.m. - 1:00 p.m.
Friday, 8 June - 12:00 Noon - 5:00 p.m.

During the hours shown above, George Washington University officials will register Agency students for the 7½ week summer session of the off-campus program. Prospective students should report to Room GC-03. Eligible employees may register for any one of these courses:

Course Number and Title	Beginning Date & Classroom	Meeting Nights
Political Science 10. Government of U. S.	18 June, 1D-27	Mon, Wed
Geography 52. World Regions	19 June, 1D-0401	Tues, Thurs
History 72. Devel. of Civiliz. of the U. S. (1865 to present)	19 June, 1D-27	Tues, Thurs
English 2. English Composition (Prerequisite: GWU's Eng. 1 or equivalent elsewhere.)	19 June, 1A-13	Tues, Thurs

Qualified employees not presently enrolled in the program may register; so may students enrolled in any spring course--regardless of the subject just completed. Each course carries 3-semester hours credit and meets fifteen times. Classes run from 5:45 to 8:15 p.m.

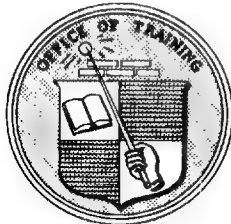
Tuition fees were increased recently by the Board of Trustees of George Washington University. The 10% increase, however, does not become effective until September 1, 1962, so fees for tuition will remain at \$60 a course. For 7½-week sessions, GWU customarily requires full payment of tuition at time of registration, but Mr. Donald McNelis, GWU Coordinator, has agreed to a modification in payment for those who prefer it: \$30 at registration on 6, 7, or 8 June; \$30 payable on 22 June.

Cost of books will vary. Those students who obtained books for Political Science 9 or English 1 possess all but one text needed for Political Science 10 or English 2, respectively.

Additional information may be obtained from the Office of the Registrar, OTR, in Room GC-03, Extension [REDACTED]

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OFFICE OF TRAINING
BULLETIN



SPECIAL BULLETIN
NUMBER [REDACTED]

17 May 1962

TO: Agency Training Officers

SUBJECT: Two OTR Courses -- Advanced Field Finance Procedures
and Introduction to Commercial Accounting

The Intelligence School, OTR has organized two new courses to meet the needs of DDP and DDS Offices. The courses are Advanced Field Finance Procedures and Introduction to Commercial Accounting. They are given by the Operations Support Faculty, Room 1A-35, extension [REDACTED]

Advanced Field Finance Procedures is a familiarization course which includes instruction in Class A and Financial Property Accounting procedures, inter-Agency transactions, use of unappropriated funds, and budget formulation. It is full-time, forty hours, and scheduled for the week of 25 June. Completion of the Budget and Finance Course since January 1962 at a satisfactory or better level, or the equivalent in Agency experience is prerequisite to admission. Note: The next Budget and Finance Course will be given 11-22 June, two weeks before the AFFP is scheduled to begin.

The Introduction to Commercial Accounting Course is primarily for DDP personnel whose duties require knowledge of the workings of proprietary-type projects and similar sensitive activity. It includes an explanation of the concepts of double entry accounting, single system designing, financial reports and analyses, and perpetual inventory control.

The course is organized and scheduled to meet individual requirements. Chief, Operations Support Faculty will arrange instruction for a requesting office at a mutually convenient time and place. There are no special prerequisites nor is there any limitation as to grade level.

For additional information on AFFP or ICA, call [REDACTED]
Chief, Operations Faculty, IS/OTR, extension [REDACTED]

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SPECIAL BULLETIN
Number [REDACTED]

14 May 1962

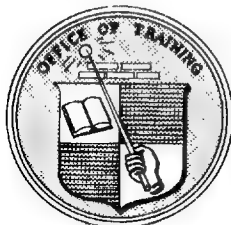
TO: Agency Training Officers

OFF-CAMPUS STUDY PROGRAM

Mr. Donald McNelis, George Washington University's Coordinator for the Agency's Off-Campus Study Program, will be in the Registrar's Office (GC-03, Extension [REDACTED]) from 10 a.m. to 4 p.m. on 21, 22, and 23 May to answer questions about courses given in the program. Mr. McNelis has a Secret clearance.

The off-campus summer semester begins at Headquarters the week of 18 June. Classes will meet twice weekly for fifteen weeks.

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OFFICE OF TRAINING
BULLETIN



SPECIAL BULLETIN
Number [REDACTED]

26 April 1962

TO : Agency Training Officers

TUTORS NEEDED FOR PORTUGUESE

The Language and Area School, OTR urgently needs tutors in Portuguese. Agency employees are requested to submit names of their dependents who have native or high competency in speaking Portuguese and are willing to give part-time, tutorial instruction.

Dependents who have the required language competence but who have no teaching experience will be given briefings on the basic techniques of tutoring. They will instruct either in their homes, in offices in the LAS area in Arlington Towers, or the R&S Building. There is an established hourly fee for the work. Each tutor will enter into a contract based on that fee.

The tutorial program has been in existence for two years. Although the immediate demand is for tutors in Portuguese, LAS is still interested in obtaining names of staff personnel and their dependents who have a high degree of proficiency in other foreign languages and who are interested in giving part-time language instruction. Names of prospective tutors should be forwarded to [REDACTED] 2206
Arlington Towers (extension [REDACTED])

OFFICE OF TRAINING BULLETIN

Ext. Trng
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SPECIAL BULLETIN
Number [REDACTED]



20 April 1962

TO : Agency Training Officers

NATIONAL WAR COLLEGE

Dates: 1 - 23 May 1962

Agency's Quota: Five each lecture

Requirements: Colonel, Captain (USN)
GS-14 and Above
TOP SECRET clearance

Registration: Training Officers call External Training Branch,
extension [REDACTED] Request for attendance must
be made no later than one week before the date
of the lecture.

All lectures are scheduled to begin at 0900 hours. The usual NWC
Security restrictions apply.

- 1 May POLITICAL CONSIDERATIONS IN THE
DEVELOPMENT OF NATIONAL SECURITY
POLICY. The Honorable Henry M. Jackson,
United States Senator from Washington.
- 2 May U. S. NATIONAL OBJECTIVES. The Honorable
Chester Bowles, Special Representative and
Adviser to the President for African, Asian and
Latin American Affairs.
- 7 May THE ADMINISTRATION OF NATIONAL STRATEGY,
PLANS AND PROGRAMS. Dr. Carl Kaysen, Deputy
Special Assistant for National Security Affairs,
Executive Office of the President.

~~CONFIDENTIAL~~

- 10 May PLANS AND PROGRAMS FOR AREAS OF THE WORLD. Mr. William P. Bundy, Deputy Assistant Secretary of Defense for International Security Affairs. [REDACTED] ILLEGIB
- 17 May PUBLIC SUPPORT FOR COLD WAR REQUIREMENTS. The Honorable Brooks Hays, Special Assistant to the President. [REDACTED] ILLEGIB
- 23 May ECONOMIC STRENGTHS OF THE FREE WORLD AND PROSPECTS FOR THE FUTURE. [REDACTED] ILLEGIB
(Speaker acceptance pending)
[REDACTED]

NOTE: All visitors must report to the Security Officer at the Main Entrance and be present in the auditorium five minutes prior to the scheduled time.

[REDACTED]

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OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN
Number [REDACTED]

19 April 1962

TO : Training Officers of DDP

COVERT ACTION OPERATIONS COURSE

30 April - 18 May 1962

Room GD-45

The planning, conduct, and evaluation of covert action operations will be discussed in the Covert Action Operations Course, which will be conducted by the Operations School from 30 April through 18 May 1962. This is a part-time course, and classes will meet from 0830 to 1300 hours in Room GD-45.

Tactics and techniques of covert action, including those of the opposition, are analyzed and evaluated. Current missions, programs, doctrines, and procedures of the Clandestine Services in the covert action field are reviewed. Case histories and current problem areas are studied and discussed.

There will be a new block of instruction on the U. S. Counter-Insurgency program -- the development of this strategic concept, the principal areas of crisis, and the role of the Clandestine Services in the over-all program.

The Chief Instructor, [REDACTED] may be called on extension 25X1A
[REDACTED] for additional information on the course.

S-E-C-R-E-T

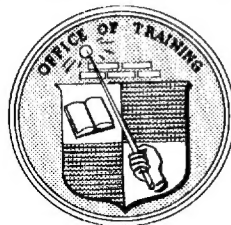
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OFFICE OF TRAINING BULLETIN

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SPECIAL BULLETIN
Number [REDACTED]



18 April 1962

TO : Agency Training Officers

INTELLIGENCE RESEARCH
(MAPS & PHOTO INTERPRETATION) COURSE

30 April - 1 June

The Intelligence Research (Maps & Photo Interpretation) Course will be offered again from 30 April through 1 June. Classes will be held on Monday, Wednesday, and Friday from 0900 to 1200 hours in Room GD-2608. Training requests (Form 73) should be sent to the Registrar/TR, Room GC-03.

The course is intended to aid intelligence and operations officers in effectively utilizing maps and aerial or ground photography. Students are shown how to determine coordinates, direction, distance, military grids, and terrain profiles and to identify vegetation and cultural features. There is also an explanation of the various types of maps, scales, contours, marginal data, and the use of map indexes and gazetteers.

A general introduction to photo interpretation and its application to intelligence is given in the second phase. Students are instructed in stereo-viewing and in the techniques and processes leading to identification and measurement of photographic images. Instruction is also given in the fundamentals of photography including cameras, films, and filters. The students will go on an aerial reconnaissance flight designed to provide practical training experience in taking photographs for intelligence purposes and to provide them with the opportunity for an air view of various installations and surface features of intelligence significance.

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For further information on the course, call the Chief Instructor,
[REDACTED]

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OFFICE OF TRAINING BULLETIN

SPECIAL BULLETIN
Number [REDACTED]



10 April 1962

TO : Training Officers of
DDI, DDP and DDS

LANGUAGE LABORATORIES AND FOREIGN LANGUAGE PROFICIENCY TESTING

1. Two language laboratories are now in operation -- one at the Headquarters Building and the other at Arlington Towers (Washington Building Annex). Hours and locations are:

Headquarters Building: Room 1-D-1605; open daily
from 0700 to 2000 hours; Sat. from 1000 to 1400 hours

Arlington Towers: Room 2219; open daily from 0800 to
1800 hours; Sat. from 1000 to 1400 hours

2. Foreign language proficiency tests will now be given on Tuesday, Wednesday, and Friday of each week, beginning at 0900 hours, in Room 1-D-1606. To register employees for tests, Training Officers should call the Testing Section/LAS on extension [REDACTED] Headquarters Notice [REDACTED] dated 28 December [REDACTED] contains additional information on language testing.

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